

**Shawnee Community College**  
**Online Course Development Approval and Stipend Form**

**Part I**

Please complete this form after 1) contacting your division chair to discuss course, 2) meeting with the Teaching and Learning Center, and 3) reviewing the on-line development and assessment instrument (SQOCI). **Part 1 of this form must be completed before course development starts.**

Attach a current course syllabus modified appropriately for on-line delivery listing course objectives and expected student outcomes. Please include a course outline and any other information pertaining to the delivery of the course.

Instructor Name:	Email:
Office Phone:	Division:
Course to be offered:      Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year:	
Course prefix and number:	Course Title:
Is this the first on-line course you have developed:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Division Chair (Approval Signature):	Date:
Director of Learning Resources and Instructional Technology (Approval Signature):	Date:
Vice President of Instructional Services (Approval Signature):	Date:

**Send the form to the Educational Technology Specialist who will inform the instructor of approval to begin course development.**

Instructor notified of approval to work on course?    Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Part II**

Please complete this section after 1) division chair and VP of Instructional Services have approved/signed Part I, 2) course development is complete, and 3) training has been completed with the Teaching and Learning Center and course content meets Shawnee Community College's SQOCI standards.

Training Complete    Yes <input type="checkbox"/> No <input type="checkbox"/>	Course is complete    Yes <input type="checkbox"/> No <input type="checkbox"/>
SQOCI standards met    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Year and Term to Pay Instructor:	
Contract Amount: (\$400 per credit hour for the first time an online course has been developed or \$250 per credit hour for each succeeding separate course the instructor develops)	OFFICE USE ONLY Account #'s for payment:
Educational Technology Specialist or Assessment Committee Chair (Approval Signature):	
Date:	
Director of Learning Resources and Instructional Technology (Approval Signature):	
Date:	
Vice President of Instructional Services (Approval Signature):	
Date:	