**School of The Professions**

Summer & Fall Courses

**February 1**

J-Term & Spring Courses

**September 1**

**Online/Hybrid Teaching Request**

Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course you wish to teach online: Catalog Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you taught this course before? If “yes”, indicate the most recent semester for each format:

Yes, 100% online \_\_\_\_\_\_\_\_\_\_\_ Yes, seated or hybrid \_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_

Term/year Term/year

Have you completed training in online course design offered through BSU Instructional Design and Distance Learning ?

**Yes** \_\_\_\_\_\_\_ If yes, when? \_\_\_\_\_\_\_\_

Training sessions taken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No** \_\_\_\_\_\_\_ If no, have you scheduled online training? \_\_\_\_\_\_\_\_\_\_\_\_

If you completed online training at another institution, indicate what type, where & when:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach documentation of above training.)

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach the course syllabus to this sheet. Ensure all Student Learning Outcomes (SLOs) are included. (SLOs should be appropriate for any course that is listed as an IF or GE course).

Please supply a brief narrative explaining:

1. How offering the course through online/hybrid format will benefit students.
2. Why you believe this course is appropriate for the online/hybrid medium.
3. How you intend to deliver the SLOs in this format.

For online course development: <https://instructionaldesign.buffalostate.edu/online-course-development-certificate>