



EAGLE ONLINE COURSE DEVELOPMENT
CONTINUING EDUCATION

NAME _____ EMPL ID (required) _____

COLLEGE _____ DEPT _____

WORK # _____ MOBILE # _____

EMAIL (required): _____

1. FULL-TIME PART-TIME NEW DE INSTRUCTOR

2. Course title you would like to develop: _____ WECM #: _____

3. Anticipated # of contact hours for this course: _____

4. Date course is expected to be offered: _____

5. Why would this course be appropriate for distance education delivery? (Include information on typical student taking course, as well as adaptability of content to the Internet. Attach extra page if necessary.)

6. I certify that:

- I have completed the required four courses in the Teaching and Learning Program training requirements: Eagle Online 2 (TL1600), Orientation to Distance Education at HCC (TL1900), Copyright Literacy in the Academic Environment (TL1700) and Student Engagement (Learner-Centered) Instructional Design (TL1000). Plus one elective, Discovering and Integrating Library Services (TL1800), Writing Learning Outcomes and Course Objectives (TL1011) or Improving Student Learning through Active Engagement (TL2075).
- If approved, I will agree to teach this course consecutively each quarter for one calendar year.

(Faculty Signature)

PROGRAM APPROVAL:

DATE: _____

DIRECTOR OF OPERATIONS APPROVAL (DISTRICT OFFICE):

DATE: _____

DISTANCE EDUCATION APPROVAL:

DATE: _____

RETURN FORM TO ANNA GO, BY FAX 713-718-5120 OR EMAIL, anna.go@hccs.edu
YOUR REQUEST WILL THEN BE FORWARDED TO DISTANCE EDUCATION FOR PROCESSING