

# Distance Education Course Proposal Template

## Steps to the approval process:

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair. (If this is a new course that will include DE, complete Templates A and E. If adding DE to an existing course that is otherwise unchanged, complete Template E only. If revising a course and adding DE, complete Templates A

|   |  |                                      |
|---|--|--------------------------------------|
| <p>1. Course Title</p> <p>2. Course Number</p> <p>3. Course Description</p> <p>4. Prerequisites</p> <p>5. Corequisites</p> <p>6. Credit Hours</p> <p>7. Delivery Method</p> <p>8. Instructional Materials</p> <p>9. Assessment Methods</p> <p>10. Other Information</p> | <p>11. Department Chair</p> <p>12. Program Chair</p> <p>13. Faculty</p> <p>14. Other</p> | <p>15. Date</p> <p>16. Signature</p> |
| <p>17. Department Chair</p> <p>18. Program Chair</p> <p>19. Faculty</p> <p>20. Other</p>  | <p>21. Date</p> <p>22. Signature</p>   | <p>23. Date</p> <p>24. Signature</p> |
| <p>25. Department Chair</p> <p>26. Program Chair</p> <p>27. Faculty</p> <p>28. Other</p>  | <p>29. Date</p> <p>30. Signature</p>   | <p>31. Date</p> <p>32. Signature</p> |
| <p>33. Department Chair</p> <p>34. Program Chair</p> <p>35. Faculty</p> <p>36. Other</p>  | <p>37. Date</p> <p>38. Signature</p>   | <p>39. Date</p> <p>40. Signature</p> |
| <p>41. Department Chair</p> <p>42. Program Chair</p> <p>43. Faculty</p> <p>44. Other</p>  | <p>45. Date</p> <p>46. Signature</p>   | <p>47. Date</p> <p>48. Signature</p> |
| <p>49. Department Chair</p> <p>50. Program Chair</p> <p>51. Faculty</p> <p>52. Other</p>  | <p>53. Date</p> <p>54. Signature</p>   | <p>55. Date</p> <p>56. Signature</p> |

Template E

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>6. Personal responsibility</li><li>7. Societal responsibility</li></ul> |
|--|---|

D. SAFETY IN THE WORKPLACE: CONTROLLING HAZARDS IN SELECTED

Template E

|  |  |
|--|--|
|  | Students will keep a daily log of how safety interacts with the diverse world around them on a recurring and relevant basis. Information for the logs can be derived from a number of sources, such as television news reports, newspapers, magazines, internet resources, |
|--|--|

Template E

|                      |   |
|----------------------|---|
| How will instructor- | As mentioned above, there will be several on-going opportunities for the student to |
|----------------------|---|

