

**Application for Online Course Development**  
**AMARILLO COLLEGE**  
**Center for Teaching and Learning – eLearning**

Date of Application: \_\_\_\_\_

All persons who endeavor to develop and teach an online course must receive training in the accepted pedagogy for the delivery method. You will be required to work with a Center for Teaching & Learning - eLearning Instructional Designer to insure that all courses meet the Best Practices for Electronically Offered Degree and Certificate Programs set forth by SACS (<http://www.sacscoc.org/pdf/commadap.pdf>).

**APPLICANT:**

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Date of Application: \_\_\_\_\_  
Project Period: From \_\_\_\_\_ To: \_\_\_\_\_

**PROJECT TYPE:**

\_\_\_\_\_ Online course.  
\_\_\_\_\_ Online modules to enhance classroom instruction.  
\_\_\_\_\_ Other, Explain: \_\_\_\_\_

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**ATTACH A ONE TO TWO-PAGE NARRATIVE ADDRESSING THE FOLLOWING AREAS:**

1. Purpose: Explain your stipend request and provide a synopsis of your project.
2. Rationale: Why is the project innovative, necessary, or beyond expected duties?
3. Benefits: How will AC and students benefit from this request?
4. Department: How can the individual department assist in the support of this project if desired? (departmental funds, equipment, etc.)
5. Milestones: Plan of action/timetable/deliverables.
6. Budget: Explanation and estimate of cost if above the standard stipend.  
(Example: If more than estimated \$1,500 stipend, will the department assume the additional funding?)

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***I agree to fulfill the requirements set forth in this stipend request and to teach the online course, at minimum, the first two times offered.***

**Applicant's Signature:** \_\_\_\_\_

I request one of the following:

- \_\_\_\_\_ Release time from teaching (Reduction from full load of 15 hours).  
\_\_\_\_\_ Monetary stipend equivalent to three hours overload rate  
\_\_\_\_\_ Other \_\_\_\_\_

## **SIGNATURES & APPROVAL SECTION**

Please have the project reviewed and signed by Department Head and Division Chair then forward to: Center for Teaching & Learning – eLearning.

### **POINTS TO REMEMBER WHEN APPLYING TO DEVELOP AN ONLINE COURSE**

- The focus of stipend funds is for the development of new distance education courses. Other requests will be considered only after development of new courses is funded.
- Equipment requested is on loan, not for permanent use.
- Project is reviewed upon completion for technical soundness by an eLearning Instructional Designer and by Department Chair for content integrity.
- Courses will not be taught online unless the instructor has received training in the pedagogy of online delivery.

### **SIGNATURES/APPROVAL SECTION**

**Department Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Not Recommended: Recommended:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**The following individuals have reviewed this request and support as documented by signatures below:**

• **Division Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

• **Director, eLearning** \_\_\_\_\_ **Date:** \_\_\_\_\_

• **CTL Assoc. Dean** \_\_\_\_\_ **Date:** \_\_\_\_\_

• **VP of Academic Affairs** \_\_\_\_\_ **Date:** \_\_\_\_\_

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