

Course Completion Form
Submitted for Final Approval for
Online Course Development Stipend
AMARILLO COLLEGE
Center for Teaching and Learning – eLearning Department

Please complete the following form and submit to Janice Newburg in the Center for Teaching and Learning. The completed form will be filed with the original application for course development. CTL will forward a copy of this information to the eLearning Department and to the office of the Vice President of Academic Affairs.

Date of Course Completion: _____

Date of Original Application: _____

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: _____

ATTACH A COPY OF ONE TO TWO-PAGE NARRATIVE ORIGINALLY SUBMITTED WITH APPLICATION.

(Purpose, Rationale, Benefits, Department, Milestones, Budget Information)

STATEMENT OF COMPLETION:

I have fulfilled the requirements set forth in the Application for Online Course Development and for the stipend received as follows:

1. I have developed a new distance education course as identified in the application
2. I have worked on the development of the course and/or have had the course reviewed by an Instructional Designer from the department of eLearning.
3. I have received training in the pedagogy of online delivery (AC Online training) and/or have prior experience teaching online.

Applicant's Signature: _____

Department Chair Signature: _____