The Distance Education office accepts applications from Emporia State University full-time faculty in support of new online credit course development. Please fill out the following application. Stipends are awarded after the 20th day of the semester in which the course is taught. All applications for the current semester must be received on or before the 20th day of the semester in which the class is initially taught. **No applications will be considered after the 20th day of the semester in which the class was initially taught.**

**Instructor/Developer**

First Name: 

Last Name: 

Phone: 

Department: 

E-mail: 

**Course Information**

Course Number: 

Course Title: 

**Proposal Detail**

1. *Briefly describe the course and course objectives?*

2. *What research has been done to show that there will be sufficient on-going demand for this course?*

3. *Who is the target audience for this course?*

4. *What potential impact will this course have on your program/department?*
5. What benchmarks will be used to measure success of the course?

6. What are the enrollment caps and how frequently will this course be offered?

7. When is the first semester this course will be offered?

8. What forms of technology will be used to teach this course?

The Course Syllabus **must be completed and attached** with this application. Your stipend will remain pending until the Distance Education office receives a copy of the course syllabus.

Please obtain the following signatures for new course development approval. Upon approval and delivery of the course, funds for stipend payment will be transferred to the respective professor’s Department for the professor’s use. If the Professor is no longer an employee of Emporia State University the stipend will be transferred to the respective department.

____________________________________________  Date

Professor

____________________________________________  Date

Department Chair

____________________________________________  Date

Dean

____________________________________________  Date

Dean of Graduate Studies & Distance Education