OFFICE OF INSTRUCTIONAL TECHNOLOGY
Online / Hybrid Course Request Form

Date: ___________________________    Form Action: □ New Request    □ Change Request    □ Terminate Request

Faculty Contact for Course: ___________________________________ Email: ____________________________________________
Phone Number: ___________________________________  Office Location: ___________________________________________

Effective Term: _________________________________  Effective Year:_____________________________________
College / School_________________________________________     Department _________________________________________
Prefix and Number: _____________  Course Title: ________________________________________________    Credit Hours: _____

Delivery Method (Choose only 1):
The percentage of the direct instruction of the course if delivered using some form of technology when the
Student and instructor are separated by time, space, or both.
□ Traditional: 0%    □ Hybrid: 50-79%    □ Online: 80-100%

* Is this course also taught by traditional methods? If yes, please include a copy of the traditional syllabus. □ Yes □ No

Mode of Instruction (Please select all that apply)
□ Synchronous - Face-to-Face. Requires student to participate at the same time at a centralized location.
□ Synchronous - Requires students to participate at the same time from anywhere.
□ Asynchronous - Requires students to participate at any time.

Technology Delivery Indicator (Please select all that apply)
□ None
□ Web-Based or Internet-Based - Course delivery via the internet, video streaming on a PC, or any other internet based
technology.
□ Broadcast - Course delivered by open air broadcast, fed by satellite, or delivered by cable TV, or radio that is synchronous
or live. Transmission is one way.
□ Video Conferencing – Compressed Video, or Audio. TWO way audio synchronous delivery that is interactive between two
or more locations. This does NOT include web conferencing.
□ Materials - Primarily print-based materials for checkout or mail out which may be packaged with other materials including
videotape, CD-ROM, DVD. Correspondence courses fall into this category.
□ Mobile or portable devices - Course delivery over PDAs, MP3 player, digital video players, handheld gaming units, mobile
telephones or any other personal mobile device

*Is the expectation that this method of delivery for the course will be taught anywhere other than the main FAMU Campus?
□ Yes    □ No
If yes, then please select the locations:
□ Law School, Orlando □ Research & Development Center, Quincy □ College of Pharmacy, Crestview
□ College of Pharmacy, Miami □ College of Pharmacy, Tampa □ College of Pharmacy, Jacksonville

Authorizing Signatures:

Department Chair Name: ___________________________ Signature:__________________________ Date: _____________

College / School Dean: ___________________________ Signature:__________________________ Date: _____________

Office on Instructional Technology: ___________________________ Signature:__________________________ Date: _____________

Vice President of Academic Affairs: ___________________________ Signature:__________________________ Date: _____________

Updated: February 2015