Distance Education
Application Form for Credit Courses

TRAINING REQUIREMENTS:
If this is to be the first time you have ever taught ANY DE course at HCC, the following is critical:
Before submitting this form, you MUST have completed the FIVE classes listed below. All are offered online.

Eagle Online 2                              TL1600
*Copyright Literacy in the Academic Environment TL1700
Learner-Centered Instructional Design        TL1000
Orientation to DE at HCC Online              TL1900
One elective (TL1800, TL1011, TL2075)

*If you took one of the earlier classes on library literacy and/or copyright (ET1130 or ET1135 or ET1140),
you have satisfied this requirement.

To register for these online seminars, please go to: Teaching & Learning Program (TLP)
Click on the top button, "See TL Program Seminars."

To access these online seminars, please go to: Virtual Faculty Lounge page
You will be expected to attach a printout of your training records to this application form to show that you
have credit for these classes.
To find your training records, please go to: Teaching & Learning Program (TLP)
Click on the bottom button, "See/Cancel Enrollment."

APPLICATION DEADLINES*:
For fall semester:                          June 1  (Second Start: July 1)
For spring semester:                       October 15   (Second Start: November 15)
For summer one semester:                   April 1
For summer two semester:                   May 1

*The dates are based on the fact that it takes faculty up to 2 months to develop a new online course.

HCC Online Model Courses are available for some classes. See Model Courses for more information. (This
link will take you to MyHCC, where the model courses are password-protected. Use your HCC email ID and
password to enter.)

The online course you plan to teach must be completed at least two weeks before the semester begins.

REQUIREMENTS:
To be approved to teach this course by DE, all of the following conditions must be met:
• This application form must be submitted in a complete form with all necessary signatures and
documentation.
• You must use the Eagle Online course management system.

DE Department Provisos:
• The DE department reserves the right to deny approval for development of a particular DE course based
on need, enrollment trends, equitable distribution of sections across colleges, and other factors. All deci-
sions made by DE in this area are final.
YOUR INFORMATION:

Name: ___________________________________ Employee ID (Required): _____________________

College: ___________________________ Department: ____________ Mail Code: ______________

Department Chair: __________________________ Department Chair Phone: ____________________

Home Phone: __________________ Cell: ________________________ Work: ______________

Email (must be your HCC email address): ________________________________________________

Full-time Professor: _______ Or Adjunct Professor: __________

Have you taught distance education courses at HCC previously (check Yes or No)?

Yes ___________________

If Yes, you are NOT required to submit this application, unless you are developing a class that has never been taught by DE before, and therefore needs the approval of your discipline committee.

No ___________________

If No,

• You will be permitted to teach only one course during your first semester of teaching DE. It is preferable to teach only one section of that one course.

• You should teach for your first time in the fall or spring semester (exceptions can be made based on departmental exigencies). A first-time DE professor will not be approved to teach in a mini-term or a 5-week summer term.

Teaching a complete course via the Internet is, in many ways, different from teaching the same course on campus. Since teaching via DE will be a new delivery system for you, it is recommended that you take advantage of the assistance available through the Curriculum Innovation Center at your College. The link to a listing of Curriculum Innovation Centers is found at http://de.hccs.edu/faculty-services (Click on Faculty Resources and scroll down to find Curriculum Innovation Centers)

Additionally, to help you develop and evaluate your course, please refer to the "HCC Online Course Evaluation Rubric" which is found at http://de.hccs.edu/faculty-services (look under HCC Online Model Courses, first paragraph)

COURSE INFORMATION:

Title of Course: _____________________________________________________________________

Prefix/number of course (e.g., ENGL 1301): ____________________________________________

Course will be scheduled for:

Semester: ____________ Year: ____________

Regular: ____________ Second Start: ____________ Other: ____________________________
PROFESSOR’S SIGNATURE:

I have read this application form fully, have attached documentation of qualifications (if a first-time DE professor), and have understood and agreed to all the conditions stated in this form.

Print Name: ________________________________________________
Signature:____________________________________________________ Date: __________________

DEPARTMENT CHAIR APPROVAL: (or Dean’s signature, if applicant is dept. chair)

Print Name: ________________________________________________
Signature:____________________________________________________ Date: __________________

DISCIPLINE/PROGRAM CHAIR APPROVAL:

Print Name: ________________________________________________
Signature:____________________________________________________ Date: __________________

HOW TO RETURN FORM TO DISTANCE ED – 4 options:

1. Email to: eva.gonzalez@hccs.edu or shirley.smith@hccs.edu

2. Print out and FAX to 713-718-5388, ATTN: Eva Gonzalez or Shirley Smith

3. Hand deliver original to the Distance Education Department, 3rd floor at 3100 Main

4. Send through campus mail: MC 1740, ATTN: Eva Gonzalez or Shirley Smith (keep a copy)

For Distance Education use only:

DISTANCE EDUCATION APPROVAL:

Print Name: ________________________________________________
Signature:____________________________________________________ Date: __________________