

PROPOSAL FOR INTERNET/E-MAIL REQUIRED DELIVERY FORMAT

Course Number and Title: _____

- Existing Course New Course (If so, attach completed Departmental Course Syllabus Form)

Division/Department: _____

The "Internet/E-mail Required" special designator applies to classes that require student work such as e-mail use and/or Internet homework submission, testing, etc. outside classroom hours in a computer lab. If classes are held in a computer lab, where students have access to the computer, the Internet, and instructor assistance, then this form is NOT required.

Please complete the following form; leave blank any questions that do not apply to your class. Return this form to The Office of Instruction.

1. Please specify the following by checking the appropriate box:

- a. How many exams/quizzes are required? 1 – 3 4 – 6 7 or more
- b. How many of these exams/quizzes do students take in the classroom?
 0 1 – 3 4 – 6 7 or more All
- c. How many of these exams/quizzes do students take online?
 0 1 – 3 4 – 6 7 or more All
- d. How many online exams/quizzes are timed?
 0 1 – 3 4 – 6 7 or more All
- e. What is the weight of online timed exams/quizzes in the final course grade?
 0 – 10% 11 – 25% 26 – 50% 51 – 75% 76 – 100%
- f. Online exam/quiz questions are
 instructor-created
 provided by the publisher but selected by the instructor
 provided by the instructor and randomly generated by a computer system

If the questions are provided by the publisher and randomly generated by a computer system, please attach an explanation of how you will ensure that the emphasis on a quiz/exam approximates your emphasis on materials in lectures and class discussions.

- g. What is the weight of online homework or other activities (not quizzes and exams) in the final course grade?
 0 – 10% 11 – 25% 26 – 50% 51 – 75% 76 – 100%
- h. How many instances of feedback are provided to the student before midterm?
 1 – 3 4 – 6 7 or more
- i. How many instances of feedback are provided to the student after midterm?
 1 – 3 4 – 6 7 or more
- j. Will you use publisher-provided D2L e-content or websites? Yes No
If Yes, provide details below:

Website URLs _____
Textbook Title _____
Author/Editor _____
Publisher _____
Edition _____

