

## Instructions

- ✓ This form may be submitted on white paper.
- ✓ Seven additional copies of both this form and all accompanying documentation **must** be submitted with this form to the University Curriculum Office. Copies may be on white paper. Note: some college or school curriculum committees require more copies.
- ✓ This form is three pages (not counting this page). Double-sided pages are preferred, but not required.
- ✓ Additional instructions on how to fill out this form can be found online at <http://staff.washington.edu/uwcr/instructions.html>.

Attach this form to a Course Change or New Course Application.

**University of Washington  
Curriculum Review Committee**

# DISTANCE LEARNING COURSE SUPPLEMENT

Prefix (6 characters max.)

Number

Offered jointly with:

Prefix (6 characters max.)

Number

College or School	Department	Subdepartment	Date
Course Title			Credits

DL1. Has this DL course already been approved for classroom instruction (residence credit)? \_\_\_\_\_. **Please attach a syllabus for this DL course and, if there is also a classroom version, a syllabus for the classroom version.** Note: the application will be considered incomplete without the appropriate syllabi attached.

DL2. **Rationale.** Please explain why this course is being offered in a DL format by answering the following questions.

a. How does the course support the academic mission of the offering unit?

b. If this course satisfies program requirements, what are they and can they also be satisfied by a non-DL course? (Note: Classroom and DL versions with the same prefix and number are considered to result in the same educational outcomes and they therefore satisfy the same course requirements.)

DL3. **Structural Design.** Will this course be offered in a  synchronous (students work through the material at the same, pre-determined pace) or  asynchronous (students work through the material at their own pace) mode?

How will course content be delivered? Please indicate what percentage of the instructional time will be spent using each of the following traditional and distance-learning methods (percentages should total 100%):

\_\_\_\_% **Classroom setting:** course is delivered in traditional classroom setting, including face-to-face discussion.

\_\_\_\_% **Pre-Recorded** (does not include Internet courses): course is delivered through pre-recorded media including videotapes or audiocassettes, CD-ROM, or other storage devices. Includes telecourses and computer-based (CBT) instructional packages.

\_\_\_\_% **Correspondence** (print): individual, self-paced studies, traditionally print-based and conducted by mail but may use email.

\_\_\_\_% **Internet:** course is delivered over the Internet and its application, including email discussions, to link faculty and students.

\_\_\_\_% **Interactive Television Technologies:** does not include Internet courses. Courses that use K-20 or interactive video conferencing tools. Characterized by live interactive qualities which use interactive video technologies for distance learning instruction no matter what transport mechanism is used.

\_\_\_\_% **Broadcast:** does not include Internet courses. Characterized by broadcast delivery technology that may use combinations of satellite or cable TV to reach learners. Differs from interactive television technologies because the interaction is only one way.

TOTAL: 100%

DL4. **Contact hours and credits.** Because DL courses do not meet regularly, contact hours can not be used to estimate the number of credits to be awarded. Explain how the number of credits for this course was determined. How many total hours will the typical student spend completing this course? \_\_\_\_\_ How many weeks will it take the typical student to complete this course? \_\_\_\_\_ What is the maximum time allowed for completion of this course (weeks)? \_\_\_\_\_ What is the shortest maximum completion time that can be set for this course and still accomplish its educational goals (weeks)? \_\_\_\_\_

DL5. **Resources.** In a brief paragraph, please explain non-technological resources that may be needed to support the instructor and students, e.g., placement testing, bookstore, library resources, advising, exam proctoring. How will the class access these resources? In addition, explain what technological resources students will need in order to participate in this course and what support is available for these.

DL6. **Instruction and assessment.** (Please note: the following questions need to be addressed here, but the syllabus should also address these questions.)

a. If this DL course is also being offered as a separate version in the classroom, please describe how the DL instructor will coordinate expected learning outcomes, examinations, and grading with the classroom instructor.

b. How will examinations be administered securely? Describe safeguards for academic integrity.

c. Describe how students will receive feedback throughout the course and how they will be assessed.

d. How will students interact with the instructor and other students? Will there be any face-to-face meetings with the instructor and other students? Describe in detail how the student may engage with other students and the instructor if the course is offered synchronously (students progress through material as a cohort), or if offered asynchronously (students progress through the material at individual pace), how the student may communicate regularly with the instructor.

DL7. **Responsible Instructor.** Please list the UW instructor who will be the primary instructor for this DL course.

\_\_\_\_\_  
Name Faculty rank Dept of primary appointment

DL8. **APPROVAL**

Date

Chair of submitting department/unit \_\_\_\_\_

College Curriculum Committee \_\_\_\_\_

College Dean/Vice Chancellor \_\_\_\_\_