



School of Education/Continuing Education
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www.spu.edu/spiral

Distance Learning Course Form

For SOE/SAS Office Use Only

Subject: No: CRN: ID Number:

Subject: No: CRN: Entered/Routed:

Bulletin/Quarter: Program: [X] DLMED [ ] DLONLINE

Chapter: Refund Code: D

SOE Course Review: Date: 8/12/04 Schedule Type: W Approved:

SOE Director Review: Date: Part of Term: D Description: 1

Academic Approval: Date: Grading Mode: J Session: M

Endorsement:: Detail Code:

Table with 8 columns: Course Medium, Print, Audio Cassette, Video Cassette, CD-ROM, Site Visits, Internet

Academic Title (this is the title which will appear on students' transcripts), 30 characters maximum

Grid for Academic Title input

1. Course Title:

2. Please check one:

- [X] Proposal (first time reviewed with SOE) Course Syllabus required.
[ ] Repeat (previously approved by SOE) SPU Course Subject and Number

3. Course Prerequisites/Computer Specifications:

Special Notes For

4. Publication:

4. Credits: Contact/Content hours No. of Credits Maximum Enrollment

5. Dates: Quarter Year Beginning Date End Date Closing Date

6. Grading System: [X] Letter Grade Only [ ] Pass/No Credit
NOTE: If you select the Pass/No Credit grading system you must also provide a letter grade option.

7. Instructor: Social Security # (REQUIRED)
Other Instructor: Social Security # (REQUIRED)

8. SPU Tuition: Tuition for SPU Credit \$ Flat fee X Per credit
9. [ ] includes all materials [ ] plus cost of materials Detail code For Office Use Only

10. **Primary Target Audience** \_\_\_\_\_

11. **Additional Notes or Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **Address or Name Change:** If an address, name, or phone number for an adjunct faculty member (instructor) has changed, write the new information below. Please also send legal documentation for a name change to uphold the Rights & Privacy Act.

Name \_\_\_\_\_  
New Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

13. **Course Proposer:** (must be completed for approval)

Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

14. **Signature of course proposer:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Information and Instructions

### General

All credit courses need to be submitted using the attached Course Form. After receiving the form, the School of Education-Distance Learning staff will review it for approval. However, before submitting this form, the course instructor should have proposed and discussed the prospective course with the Distance Learning Course Development Coordinator.

We require a minimum of one quarter processing time for all proposed courses. Once a course has been initially approved, it will continue to run each quarter until the Instructor requests it stop. The course instructor completes this course form for the initial course offering. For subsequent offerings, the distance learning staff will automatically complete the form and repeat the course offering for every quarter unless other agreements are made between the course instructor and the Distance Learning staff.

### Adjunct Faculty

An approved adjunct faculty instructor must teach all credit courses. If the course instructor has not previously been approved as an SPU adjunct faculty member, a completed adjunct faculty application must be submitted with the course form. All adjunct faculty members must have earned at least a Master's degree. An official transcript verifying the highest degree earned by the instructor must be sent to the School of Education from the institution where it was earned. The transcript becomes the property of SPU and may not be reproduced or copied. Transcripts will be kept for five years after an instructor becomes inactive.

The instructor carries the legal responsibility for the course, including developing the course content and creating or compiling the appropriate instructional tools, monitoring online instruction, insuring that SPU guidelines and policies are upheld, evaluating student progress, and processing student grades. In addition, the instructor is directly responsible for handling and resolving any questions or concerns regarding the course. In certain instances an approved adjunct faculty may act, or be asked to act, as an instructor of record for a course. When this occurs, that person is required to fulfill the responsibilities of an instructor even though they may not actually teach the course.

## Course Requirements

A course must meet for 10 instructional contact hours for each quarter credit. These contact hours may be hours of instruction via videotape (or television/satellite broadcast, etc.), audiotape, reading, or live instruction. Instructional activities that are of a laboratory/workshop/experiential nature—such as site visits, classroom observations, preparation of teaching materials, teaching applications, or group projects—will be calculated at a 2-to-1 ration. This means that 2 hours of such activities will equal one hour of more formalized content-based instruction.

In addition, all distance learning courses must include student products/assignments, appropriate to the number of course credits offered, that can be empirically evaluated by the instructor. These assignments must provide documentation that students have, in fact, completed all of the required course activities, must assess students' understanding of the course content, and must provide an opportunity for individualized and unique synthesis and/or application of the ideas and information presented in the course.

Distance learning courses must comply with the University's policy requiring that a one-credit, two-credit, or three-credit course must extend over a minimum of two, three, or five days respectively. Students may not earn more than three credits in one week. Therefore, instructors of distance learning courses that are more than three credits must structure the course to assure that the course cannot be completed in less than one week.

Courses are reviewed and approved in light of the credits requested and the specific course completion requirements. Out-of-class assignments, appropriate to the number of credits, must be required of the participants to achieve a passing grade or above, and to assess their understanding of the content. The "letter grade only" option is preferred for distance learning courses as it helps maintain the academic credibility of these courses; however, courses may also be offered for a pass/no-credit option, provided that students are allowed to request to have their work evaluated for a letter grade.

Distance learning courses must also comply with all other standards outlined in the CE Adjunct Faculty Handbook. (This

## Syllabus

A course syllabus, using the criteria and following the format listed on page 4, (assignments may be simply outlined at this proposal stage) must be submitted with this course proposal.

## Publicity

All courses that meet SOE criteria for publication in a course bulletin must be submitted by the appropriate publication deadline. All externally created publicity releases must be approved by the School of Education prior to distribution. If a course has not completed the approval process and publicity is critical, please note on your publicity that credit is pending. All distance learning education courses will be listed on the SPU Web pages and in the quarterly *SPIRAL* bulletin unless the appropriate box on #13 is checked.

## Registration

Unless other arrangements are made, all student registrations for Distance Learning courses will be received directly (throughout the quarter) by the School of Education, Distance Learning office and will be processed by Student Academic Services. DL instructors of record will receive bi-monthly student rosters throughout the quarter so that they may keep track of student registrations.

If you have any questions on these procedures, or need further instructions on completing the form, please call the Distance Learning Course Development Coordinator at 206/281-2572 or [connect@spu.edu](mailto:connect@spu.edu).

# Course Syllabus/Study Guide Format

Depending on the requirements of the individual course, the “syllabus” may be a more traditional document or a quite lengthy course study guide or workbook. In either case, this document must include the following elements:

Please include the following information when designing your course study guide:

- ◆ Course information:
  - course subject and number
  - number of quarter credits offered for the course
  - complete course title
  - prerequisites (if any)
- ◆ Instructor information
  - name
  - address
  - email address
  - phone number
  - “office hours” or times instructor will be available for discussion/clarification of course content, assignments, etc.
- ◆ Instructor description (20-50 words) to include academic degrees, title of position and experience related to the course being taught
- ◆ Course description
- ◆ Course objectives/student expectations
- ◆ Required learning resources/methods of instruction (i.e., videos, audio tapes, hands-on, field trips, Internet, etc.)
- ◆ Text and/or required reading list
- ◆ Content/topics and outline for each session
- ◆ Due dates of major assignments, projects, and examinations
- ◆ Grading criteria/system and evaluation activities
  - Grade/point chart or rubric
  - Grading criteria for letter grade vs. pass/no-credit
- ◆ COMPLETE description of assignments, including worksheets, if necessary
- ◆ Plans for transferring skills into the work setting (if applicable):
- ◆ Instructions on how to submit coursework for grading, address to mail coursework to, and/or a cover sheet for the coursework that will include space for the students’ names, social-security numbers and contact information.
- ◆ Bibliography of course content to include author, title, publisher, and copyright date (MLA or APA format)

**Please note that a course study guide can be anywhere from 10 to 100 pgs in length but can be quite detailed and longer if necessary. The method of evaluation should be detailed and specific; please avoid generalizations.**