

## Course Intake Worksheet

*Instructor: please fill this out to the best of your ability. If you can't answer a question, just leave it blank.*

**Instructor (Name) :**

**Email:**

**Phone:**

**Course Title:**

**Course Number:**

**Credit Hours:**

**Affiliated Campus:**

**School or Department:**

**Program:**

**Course Launch Date:**

**Course Description**

## Course Design Status

- Completely new course
- Course is designed, but not for Hybrid / Online Environment
- Some planning and development have been done
- This is a revision of an existing course

## Basic Course Information

Has the course been approved by all institutional committees (curriculum, etc.)?

- Yes
- No

Has the course been offered before?

- Yes, face to face
- Yes, hybrid
- Yes, online
- No, this is a new course

Is the course stand-alone or part of a sequence?

- Stand-alone
- First in sequence
- Second or third in sequence
- Other

Is this course a “master” course; that is, is this course duplicated for different faculty to teach?

- Yes
- No

On which learning management system (LMS) platform, if any, will the course be offered?

- Canvas
- Sakai
- Blackboard
- eCollege
- Moodle
- Other (specify)

Has the instructor completed training on the use of the LMS or used the LMS for teaching?

Yes (Specify which LMS:\_\_\_\_\_)

No

Are there course learning objectives? If so, please list:

### **Instructional Materials and Tools**

Are eTextbooks (e.g. Pearson MyLab, Cengage MindTap, McGraw-Hill Connect) used in this course?

Yes. Please specify:

No

In addition to the LMS and eTextbook, are there any other educational tools or services (e.g. VoiceThread, Explain Everything, Google Hangouts) planned or considered for use in this course?

None

Please specify:

### **Additional Notes Or Concerns**