

EIGHT QUESTIONS AND RESPONSES FOR THE SUBMISSION OF COURSE PROPOSALS FOR THE *ELECTRONIC CAMPUS*

In your submission, please respond to the following eight questions and the items on the *Electronic Campus* Data Entry Form:

Curriculum, Instruction and Technology Responses

1. Complete the *Electronic Campus* Course Data Entry Form.
2. If more than one instructor is teaching this course or if it is team taught, list the faculty involved and their institutions. Indicate the primary faculty contact.
3. Is the course available entirely through electronic means? Can all course requirements be completed at a distance?
4. Have you taught this course previously through electronic means? How many academic terms (approximate) has the course been offered electronically?
5. Include a copy of the course syllabus which lists student learning outcomes; textbook or course materials and the method of obtaining them; grading scale; assignments; attendance requirements; and other pertinent information, including (1) the technology resources and (2) the skills (i.e. software competence, Internet knowledge, etc.) your students will be required to have.
6. How have you used assessment data from previous offerings of the course to improve instruction? What changes, if any, have you made to assure effective learning through electronic means? **Other Responses**
7. Do you have or can you document copyright clearance for all photos/graphic/documents that appear on your web page? If there is a campus policy on copyright, it should be consulted.
8. Does the course meet the expectations outlined in the *EC Principles of Good Practice and Common Standards*? Refer to any points that may need greater explanation or to any extenuating conditions. Copies of these documents are available through the EC website www.electroniccampus.org/ide