

Support for Online/Distance Learning Courses at USFSP

USFSP faculty who are planning to create new courses or revise existing courses for online/distance delivery have the option of requesting technical assistance for their work. In order to qualify for ***technical*** assistance from the Library's Instructional Media Services, faculty must complete a request form to initiate discussions with the Library's Distance Learning Coordinator.

To be considered for technical support by Library staff, all forms must be completed by the following deadlines to ensure that the Library has adequate time for planning and hiring new or allocating existing support staff:

Spring courses: Forms and proposals due **NO LATER THAN October 31**
Summer courses: Forms and proposals due **NO LATER THAN March 15**
Fall courses: Forms and proposals due **NO LATER THAN June 15**

New courses must also follow the University's existing procedures and guidelines for approval for entry into the USFSP catalog.

Form to Request Technical Assistance from the Library

1. Course name, number, college _____
2. Course approved by College Dean? Yes/no
3. Previously offered face-to-face? Yes/no
 - a. If yes, average enrollment? _____
 - b. If yes, last time offered? _____
4. When do you hope to offer the course online for the first time? _____
5. What is the expected enrollment for the online course? _____
6. How many times per week will the class meet? _____
7. Will the online course be offered (check all that apply):
 - a. Spring _____
 - b. Fall _____
 - c. Summer A _____
 - d. Summer B _____
 - e. Summer C _____
8. Will the course be offered more than once? Yes/no
9. Please provide a copy of the course syllabus.

10. Do you want to record class interaction with a live class as part of the online course development? (If yes, there will be a delay of one semester from the start of the course before the course will be available online.) Yes/no

11. What is your desired format for the online course? Check all that apply.
- a. Slides with audio enhancement _____
 - b. Slides with video enhancement _____
 - c. Recorded lecture (video and audio) _____
 - d. Recorded lecture (audio alone) _____
 - e. Recorded lecture with class interaction (video and audio) _____
 - f. Recorded lecture with class interaction (audio alone) _____
 - g. Live chat sessions between instructor and student _____
 - h. Online quizzes or tests _____

12. List any hardware or software that you expect to use in the creation of your course content

13. When will you be available to start creating the course content? _____

14. How many hours per week will you have available to work with the Distance Learning support staff to create or convert the course content to an online format? _____

15. Please provide the name, phone number and email address of the professor who will be teaching the class.

Name: _____

Phone: _____

Email: _____

Thank you for taking the time to complete this form. You will be contacted within 48 hours by a member of Instructional Media Services to arrange an appointment for further discussion.