

## Online/Hybrid/HyFlex Course Request Form

**Who must complete this form:** Faculty planning to teach online/hybrid/hyflex, regardless of previous online teaching experience.

**Deadline:** All forms should be submitted to your department head prior to submitting your course request to your department head.

**Directions:** Montana Tech is committed to providing high-quality online instruction for our students. To ensure a consistent online experience, faculty interested in offering an online/hybrid/hyflex course will be required to use the following:

- Moodle as their online delivery platform
- A syllabus (a template is available as an example of a “best practice” for online courses)
- Complete five(5) quality online learning and teaching workshops
- Complete one form for each course

Are you aware that the foundational platform required is Moodle? Yes    No

Title: \_\_\_\_\_

Course Registration Number: \_\_\_\_\_

Section Number(s): \_\_\_\_\_

Course Credits: \_\_\_\_\_

Course Pre-reqs/Co-reqs: \_\_\_\_\_

Have you offered this course online before? Yes    No

If YES, when was the last semester offered: \_\_\_\_\_

What was the method of delivery? \_\_\_\_\_

What is the rationale for offering the courses online/hybrid/hyflex?

\_\_\_\_\_

Which method do you plan to use for the upcoming semester?

Fully online (100%)

Hybrid /hyflex (less than 100% online)

If teaching synchronous, what will you do for students who are not able to attend?

\_\_\_\_\_

Do you intend to teach from a: Classroom \_\_\_ Office \_\_\_ Home \_\_\_

Other: \_\_\_\_\_

What is your strategy for holding office hours? \_\_\_\_\_

Do you have the required equipment for online course delivery? Check all that apply:

- \_\_\_ Computer
- \_\_\_ Microphone
- \_\_\_ Headset
- \_\_\_ Camera
- \_\_\_ High-speed Internet Connection
- \_\_\_ Other \_\_\_\_\_

If not, list the equipment you will need \_\_\_\_\_

Academic integrity of a key tenant of higher education. Please describe how you are going to ensure the academic integrity of your course assessment tools (exams, quizzes, assignments, etc.) \_\_\_\_\_

I acknowledge that all of the information provided about my course is accurate and I understand that in order to teach an online/hybrid/hyflex course I will use Moodle, a syllabus and attend all required trainings/workshops.

\_\_\_\_\_  
Faculty Member's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (Name, Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (Name, Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Dean (Name, Signature) *only applicable if a graduate course* Date

Course: Approved      Not Approved

**\*Please forward approved forms to Enrollment to ensure the schedule is updated.**