Course Delivery

During this step, the faculty member(s) and DLIT will complete the Course Delivery Approval Form

Request to DELIVER an Electronically Delivered Course

Course Delivery Plan

1. The instructor of record affirms that the following good teaching practices have been met in the design of this course:
   - The course is complete. Yes ____ No ____ If no, please give status and timeline for completion.
   - The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded. Yes ____ No ____
   - Any mandatory on-campus class meeting dates (e.g., course orientations, on-campus exams, lectures, or discussions) are published in the Schedule of Classes and all other resources used to recruit students. Yes ____ No ____
   - Students can complete all learning activities and may access all required materials without physically visiting the institution offering the course. Yes ____ No ____ If not, information about campus-based requirements (e.g., participating in learning activities and accessing materials) is published in all resources used to recruit students. Yes ____ No ____
   - The course incorporates ADA standards and complies with institutional policy regarding accessibility in online and hybrid courses. Yes ____ No ____

2. Give two examples of learning activities that have been designed to promote the achievement of stated learning objectives for this course.

3. Describe how the learning activities foster instructor-student interaction, content-student interaction, and student-student interaction.

4. Describe your plan for assessing student learning in this course.

5. Describe how students are provided with opportunities to offer feedback on the course.

6. How has the course instructor prepared for teaching in the online learning environment? List any training or professional development opportunities that have prepared the instructor(s) for teaching online.

7. I affirm the information I have provided is accurate and complete, and I understand that final approval to deliver this course is contingent upon completion of a quality review and the successful completion of any revisions that are required to meet minimum quality standards.

______________________________________________  ____________________________  ___________  
Faculty Member (printed name)                     Signature                        Date
### Quality Review (for office use only)

- [ ] Instructional consultant <Enter Name> has conducted a review of this course and certifies the course design meets minimum quality standards. See Appendix A for any suggested revisions.

- [ ] Instructional consultant <Enter Name> has conducted a review of this course and has identified quality standards that are not currently met. Appendices A and B (attached) provide both required and suggested revisions for the course designer. Once revisions are complete, the course should be re-submitted for review.

Instructional Consultant (printed name )  Signature  Date

### Administrative Requirements Checklist (for office use only)

- [ ] The course meets minimum quality standards for electronically-delivered courses.
- [ ] An Intellectual Property agreement has been filed.
- [ ] The course has been listed in the schedule of classes.
- [ ] The course has been listed in the UNT Dallas catalog.