



**Agreement on Web Course Preparation
Hawkeye Community College**

Instructor: _____ Date: _____

Course: _____ Number of Credit Hours: _____

The following agreement is hereby initiated for the purpose of supporting the

- Development of a new online course,
- Input content of an existing College course, or
- Revise a licensed Internet course at Hawkeye Community College.

To comply with this agreement, the faculty member agrees to follow any existing course guide or curricular requirements as established by the college. In addition, the instructor agrees to create and provide a complete/revised syllabus, a topic outline, and web-ready pages of course content by the end of the agreed upon time frame. Progress reports on course development shall be provided to the Director of Distance Learning at regular intervals.

Following approval of the web course as prepared by the instructor, the instructor shall be paid at a rate as provided in the Master Contract.

The instructor shall have the right to use the prepared materials in any future classes taught by the instructor at any location, and the college shall have the right to utilize the prepared materials in any future classes to which it assigns an instructor.



Title of Course: _____ Catalogue #: _____

Number of Credit Hours: _____ Amount of Pay: \$ _____

Cost Code: _____

Work to begin on: _____ To be completed by: _____

Instructor (signature): _____ Date _____

Department Chair: _____ Date _____

Associate Dean: _____ Date _____

Director of Distance Learning: _____ Date _____

CC to Academic Affairs Office: _____ Date _____

Hawkeye Community College

Online Course and Web Enhanced Course Planning Form

Please complete this form for each course that will be offered online or as a web enhanced face to face course in the upcoming semester. Also, complete this form if you are beginning to develop a course for an upcoming term. This information will enable you and your students for this course to attain technical support from Embanet. In addition, this form will provide online and web-enhanced course tracking.

Semester/Year _____

Instructor _____

Phone/ext. _____

Course Title _____

Catalog # _____

Email Address _____

Check One:

Full Online Course Section # _____

Web Enhanced Course Section # _____

Course Shell only—No section # at this time (developing a course)

Course is intended to be offered repetitively each semester checked:

Fall Semester

Spring Semester

Summer Term

Please send this form to the Distance Learning office, Tama 112 after a section number has been assigned to your course, or if developing a course.

Signature _____

Date _____