| Course Details |  |
| --- | --- |
| Academic Department |  |
| Course Name and Number |  |
| Course Description (for HR Posting) |  |
| Are there any special requirements for the course (i.e. Lab, etc.)? |  |
| Is the course required for a specific program? |  |
| Is the course required by a specific date? |  |
| Should the online course be delivered in an \* ‘Continuous Intake’ or a ‘Scheduled’ format? |  |

### Online Continuous Intake – student can start any time; Online Scheduled – course has specific start and end dates

| Target Audience |  |
| --- | --- |
| *Is there information regarding a potential market for this course?* |  |
| Is this course currently being offered on-campus? |  |
| How will the availability of an online version of the course support the faculty, academic department, and/or university? |  |
| Has an online version of this course been requested by students? |  |

|  |  |
| --- | --- |
| Course Development |  |
| Please indicate the qualifications / credentials to be stipulated in the HR posting for applicants to develop the course.  Applicants should have experience with online development or a willingness to undergo training provided by Open Acadia. |  |
| Does the Department have a vision for the development and design of this online course? |  |

*The Department approves this request for development of the online course described above.  The Department understands that all hiring processes would need to be carried out in accordance with the Collective Agreement current between the Board of Governors of Acadia University and the Acadia University Faculty Association.*

**Department Head/Director Date**

*I*  *approve*  *do not approve… the posting for development of this online course through Open Acadia.*

**Director, Open Acadia Date**