



*Continuing* **EDUCATION**

*"Learning for a Lifetime"*

**Additional Compensation Form for Online Courses**

Faculty members who develop and teach a completely online course for the first time are eligible to receive additional compensation pending the submission and approval of this form to the Division of Continuing Education in Benton Hall 408. Washburn University shall retain a non-exclusive, royalty-free license to use the materials created for the course(s) in the normal discharge of administrative, teaching or research responsibilities.

Course No. and Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Semester \_\_\_\_\_ Instructor(s) \_\_\_\_\_

E-mail \_\_\_\_\_ Office Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Office Phone \_\_\_\_\_

Have you ever taught on online course at WU before?  Yes  No

Have you taught an online course before for another institution?  Yes  No

If yes, which courseware have you used?  WebCT  Blackboard  Other

Is this course (check one)  required for a major  a university requirement  an elective

Is this course required for  PLAN  a certificate program

Please attach a copy of the syllabus for your online course, and describe the additional work you have done or will do to offer the course online.

\_\_\_\_\_  
Instructor #1 Signature and Date

\_\_\_\_\_  
Instructor #2 Signature and Date

\_\_\_\_\_  
Department Chair's Signature and Date

\_\_\_\_\_  
Dean's Signature and Date