



# SAN DIEGO STATE UNIVERSITY

## Instructional Technology Services • (619) 594-2047

### Request for Use of Distance Learning System For Academic Instruction

Instructor's Name \_\_\_\_\_ Department \_\_\_\_\_

Campus Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Course Number \_\_\_\_\_ Semester (Or Session) And Year \_\_\_\_\_

Date Of First Class Meeting \_\_\_\_\_ Date Of Last Class Meeting \_\_\_\_\_

Class meets from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
(start time) (end time) (day or days of week)

I will teach students at this site: \_\_\_\_\_  
(examples: Imperial Valley Campus, CSU Chico, CSU Bakersfield)

My contact person at the distant site is:  
\_\_\_\_\_  
(technician name) (phone) (e-mail address)

Will there also be students in the classroom here in San Diego? NO  YES  How many? \_\_\_\_\_

Some things you should know about distance learning:

- Teaching while "on camera" presents some unique challenges. It is strongly recommended that you contact ITS well before your class begins to discuss how to get the most out of the system, and to learn to use the presentation equipment in the classroom.
- If, during the course of the semester, you wish to cancel a class, to extend the duration of a class, or need to make any changes that involve the use of the instructional system and the technician's time, you must contact the scheduler (Rudy Arias) at 594-2358 (or rarias@mail.sdsu.edu). There is much that goes on behind the scenes to support this instructional method and several persons (in addition to the technician) need to be informed of and agree to any changes.
- There must be a minimum total enrollment of ten students (including both sites) before resources can be committed to support your course. Therefore you will need to have a regular classroom assigned as a backup in case enrollment numbers don't reach the minimum requirement.
- Other CSU campuses may have academic calendars that differ from SDSU's; be sure to discuss the schedule with the faculty member (your contact person) at the distant site and agree upon the date for the first class session, the last class session, and any breaks during the semester (especially spring break).
- You must obtain the approval of your department chairperson before ITS can commit to supporting your distance learning course. After you've completed this request form, please ask your chair to sign and date the form before sending it on to ITS. Send form to Rich Bakken, ITS, Adams Humanities 1144, mail code 8114.
- Courses to be taught to students at the Imperial Valley Campus also require approval of the IVC Dean; please obtain the IVC Dean's signature and date on this form before sending it to ITS.
- Your feedback is important to us; we welcome any comments about what we are doing well, and how we might improve our services. Please send feedback to Rbakken@mail.sdsu.edu or Rarias@mail.sdsu.edu.

DEPARTMENT CHAIR APPROVAL (required for all distance learning courses):

\_\_\_\_\_  
(signature) (date)

IVC DEAN APPROVAL (only for courses involving the Imperial Valley Campus):

\_\_\_\_\_  
(signature) (date)