**TCU Sky Online Course Application Form**

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| **Self-Evaluation for Opening an Online Course** |
| **v** | **Required Items** | **Category** | **Items** |
|  | ◎ | Application Progress | Completed the Signing of “TCU Sky” Open Learning Platform Service Contract” by the Affiliated Unit |
|  | ◎ | Application Form for the Opening of an Online Course (Cont’d on the Form Below)  |
|  | ◎ | Teaching Material Design | All of the online teaching materials developed and produced by instructor complies with the regulations stipulated in intellectual property rights |
|  | ◎ | Video Resolution of the Teaching Material: 1080p (1920x1080) |
|  | ◎ | Speech and voice is clear with no obvious noise |
|  | ◎ | Presentation of the texts/photos are comprehensive and appropriate for learning |
|  | ◎ | The design of the teaching material clearly illustrates the theme of the content, the name of the unit, the total learning hours required, and the intended audience |
|  | ◎ | Content of the teaching material is accurate and correct |
|  |  | Design of diverse teaching activities (including synchronous, asynchronous, and online activities, etc.) |
|  |  | Course Preparation | Course introduction video is prepared and complete |
|  |  | Essential design components for the course, which includes: homework, quizzes, discussion boards, and extended resources, etc. has been fully prepared |
|  |  | Paired with online operations assistant to aid in course creation and operations implementation |
|  |  | Whether or not the course is reviewed by an expert |
|  |  | Others | This course is deemed as a School Featured Promoted Course  |
|  |  | This course is in collaboration with affiliated school/institution |
|  | ◎ | This course does not contain any dangerous or inappropriate content listed below:1. Content which aims to incite hatred, promote discrimination, of derogatory nature, or consist of qualities intended to induce systemic discrimination or to marginalize specific individuals or groups based on their ethnicity, race, religion, physical/mental disability, age, nationality, military service status, sexual orientation, gender, and gender identity2. Content aimed to harass, threaten, or bully specific individual or group3. Content intended to threaten/advocate physical or mental harm onto oneself or others4. Content with the malicious intention to exploit others |

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|  **New Online Course Platform Set-Up Application Form** |
| New Class Unit |  |
| Contact Person for New Class | Name |  | Unit |  |
| Email |  | Phone No. |  |
| Course Type | □ Open Online Course (Available for the General Public)□ Campus Network Learning Course (Ex.: Credit Course)□ On-Campus Flipped Course (Ex.: Physical + Online Mixed Course)□ Others:  |
| Course Information | Registration Time |  MM/DD/YYYY – Conclusion of the Course |
| Course Duration |  MM/DD/YYYY – MM/DD/YYYY Total \_\_\_\_\_\_\_\_\_\_Weeks |
| Course Name (Chinese) |  | Course Name (English) |  |
| Categorization of Courses on the Platform  | [ ] Medicine & Health [ ]  Applications in Everyday Living [ ]  Arts & Culture [ ] Environmental Education [ ] Language Learning[ ]  Information Technology [ ]  Social Psychology [ ]  Teacher Education [ ]  Lectures & Seminars |
| **No. of Hours for the Course Videos** |  Hours | **Online Evaluation** | [ ]  No. of Online Exam ; Hours Total[ ]  No. of Online HW ; Hours Total[ ]  N/A[ ]  Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Instructor / Student Interaction (Discussion Board)**  | ⬜ Activated Hours⬜ Inactivated | **Live Sessions** | ⬜ Yes (No. of Sessions: \_\_\_\_; Hours Total)⬜ No |
| Total Course Time (Hours) |  \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours Total |
| Language Used | Adopted [ ] Chinese [ ] English [ ] Vietnamese [ ] Thai [ ] Malay [ ]  Indonesian (can select more than 1 choice) |
| **\*Intellectual Property Rights Regulations** | Please do not upload and make public any unauthorized handout contents, PowerPoint, or other electronic resources to TCU Sky Open Learning Platform. If any relevant course material is in doubt of infringing upon the intellectual property rights of other, the unit which provided the course shall be solely responsible. TCU Sky Open Learning Platform reserves the full authority to delist any questionable course materials. [ ]  The applying unit has thoroughly read and agrees to abide by the intellectual property right regulations.  |
|  | **Platform Account for Course Team**

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| --- | --- | --- | --- |
| **Role** | **Name** | **Email** | **Account** |
| [ ]  Instructor[ ]  T.A.[ ] Administrative |  |  | [ ]  Already applied for an account[ ]  Requires assistance to establish an account:\_\_\_\_\_\_\_\_ |
| [ ]  Instructor[ ]  T.A.[ ]  Administrative |  |  | [ ]  Already applied for an account[ ]  Requires assistance to establish an account:\_\_\_\_\_\_\_\_ |

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| **Course Trailer** (MP4 format, please provide a download link) **Course Images** (Width 886 x Height 502 Resolution, JPG format, please send it as an attachment in the reply email)**Promotional Banner:** You are welcomed to provide a banner (1801 x 561, JPG format, please send it as an attachment in the reply email) |
| **Course Overview: (300 words limit)****Course Goal:****Course Content:****Weekly Schedule:**

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| No. of Sessions Per Week | Unit Theme | Duration of Video |
| Week 01 |  | Hours |
| Week 02 |  | Hours |
| Week 03 |  | Hours |
| Week 04 |  | Hours |
| Week 05 |  | Hours |
| Week 06 |  | Hours |
| Week 07 |  | Hours |
| Week 08 |  | Hours |

(Please add/delete the rows as necessary)**Course Format: (Ex.: Self-Learning, Online Synchronous, Online Asynchronous, Mixed)** |
| **Evaluation Method**[ ]  Evaluation Method Available **-** Course completion standard: A “Pass” is granted after all the “passing conditions” for all course units has been met.\*Evaluation Items (Please add/remove evaluation items based on your course)Quizzes:Homework:Discussion of Topics:Midterm:Final:Live Webinar Participation: Student Evaluation of Teaching:[ ] No Evaluation Method Available(Only provides lecture videos for viewing) |
|  | **Course Tuition Fee:** NTD\_\_\_\_\_\_\_ **Certificate Fee:** [ ]  Available for Download; Certificate Fee NTD$500 [ ]  Not Available for Download**Instructor Title**（Four Instructors Displayed At Most）

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| **Name of Instructor** | **Currently Employed University (incl. department) / Company Unit** | **Title** |
| **Chinese Name** | **English Name** | **Name in Chinese** | **Name in English** | **Chinese** | **English** |
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**Instructor’s Signature File** (500x200, PNG with background removed; recommended to sign with a marker, and send it as an attachment in the reply email; both the Chinese and English signature must be attached)  |
| **Prerequisites or Required Skillsets:** 1. This course does not require any background knowledge; it is suitable for anyone who is interested.
2. Must possess decent English reading ability
3. Must possess a computer that is capable of downloading /-\*/ program (laptop or desktop)
4. A microphone and camera is required for webinar courses

**Recommended Reference Books:** |
| Overview of Instructor | **Current Position:****Education Background:****Photo:** (Please email as an attachment)**Email Address:** |
| Remarks | 1. Please send the completed form to **tcusky@gms.tcu.edu.tw**to ensure the subsequent listing of the course.2. Please set the filename to: **XXX School XXX Course – TCU Sky New Class Application Form**  |