



## Distance Education Course Enhancement Request

Distance Education at UVSC strives to continually improve all distance education course offerings. In an effort to support continuous course improvement we encourage instructors to author content for course enhancements, and to utilize Distance Education instructional design and technology resources to do so at no cost.

**TIP:** Significant DE course enhancements may qualify you to receive **additional compensation** for your efforts as a subject matter expert! Contact DE Instructional Design Services for more info.

We consider "enhancements" to include:

- ✓ New content development
- ✓ New technology or multimedia such as use of video, animation, or sound
- ✓ Changes to course structure
- ✓ Alteration or addition of assessments or activities

If you wish to have DE Instructional Design Services help you enhance your course, please submit this completed form to:

**Instructional Design Services**  
 Distance Education, Utah Valley State College  
 Mail Stop 149  
 800 W University Parkway  
 Orem, Utah 84058

**NOTE:** If your request is for a **minor editorial change or repair** to current content, please contact the DE Service Center at (801) 863 4911 or **desupport@uvsc.edu**.

**Course ID** (e.g.: MGMT1010) : \_\_\_\_\_

**Mode of Delivery:**    \_\_\_Internet    \_\_\_Live Interactive    \_\_\_Television

**Course Instructor** (print name): \_\_\_\_\_

**Description of enhancements or services requested** (use additional pages if necessary):

**Target delivery date:**                    \_\_\_\_\_

\_\_\_\_\_  
**Instructor Signature**

\_\_\_\_\_  
**Date**

*INTERNAL -- ONLY TO BE COMPLETED BY DE INSTRUCTIONAL DESIGN SERVICES*

*Project Lead:* \_\_\_\_\_

*Assignment:* \_\_\_\_\_ *Developer:* \_\_\_\_\_

*Assignment:* \_\_\_\_\_ *Developer:* \_\_\_\_\_

*Expected completion date:* \_\_\_\_\_