

# Outreach Course Approval Form

## College of Human Sciences

Year: \_\_\_\_\_ Semester (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Note: A completed/signed form with attached budget is required each semester that a course is taught in order to process course expenses including instructor compensation.

Course Start Date: \_\_\_\_\_

Course End Date: \_\_\_\_\_

Course Start Time: \_\_\_\_\_

Course End Time: \_\_\_\_\_

Course Prefix: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Section Number: \_\_\_\_\_

# of Credit Hours: \_\_\_\_\_

Note: Only Great Plains IDEA, international travel and SOME internship courses can have 600 sections.

Place check (✓) by Days of Week Course is to be Taught: (when applicable to type of course)

\_\_\_\_ Monday

\_\_\_\_ Friday

\*Minimum Enrollment for class to "break even": \_\_\_\_\_

\_\_\_\_ Tuesday

\_\_\_\_ Saturday

\*Minimum enrollment must cover all course expenses

\_\_\_\_ Wednesday

\_\_\_\_ Sunday

Maximum Enrollment: \_\_\_\_\_

\_\_\_\_ Thursday

Note: Typically, Great Plains IDEA courses are held to a max of 25-30 students

Venue/Location (e.g., Distance Education Classroom Room #; Online; Off-campus Location, etc.):

For international Travel Courses and Internship Courses we can set up an Honors section of the course. Honors students enroll in the Honors section and automatically earn Honors credit if they make an "A" or "B" in the course. Should we request an Honors section of our course? \_\_\_\_ Yes \_\_\_\_ No

### Instructor Agreement

I understand that the College of Human Sciences Outreach office, in collaboration with my Unit Head, has the right to cancel the identified Outreach course due to low enrollment. I have attached the completed and signed Outreach Course Budget form listing all expenses for this course. I understand that course expenses not included on the Outreach Course Budget form may not be covered.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Name Printed: \_\_\_\_\_ Phone: \_\_\_\_\_

### Unit Head Review and Approval

Place check (✓) by desired instructor assignment:

This course is \_\_\_\_ In Load \_\_\_\_ Over Load for the identified instructor of record.

If the assignment is Over Load, list salary and benefit amounts for the instructor \_\_\_\_\_

I understand that all College Outreach courses must, at a minimum, break even. I have reviewed the attached budget and approve the expenses and the distribution of the funds if a profit should occur.

Unit Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

**Outreach Textbook Order Form**  
**College of Human Sciences**  
**(Only complete form if you want Outreach Office to**  
**order textbooks through OSU Student Union Book Store)**

**Author:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Edition:** \_\_\_\_\_ **ISBN:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_ **Year Published:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Name Printed:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Return this form to:** College of Human Sciences  
101 Human Sciences  
Attention: Outreach and Study Abroad Specialist  
Stillwater, OK 74078  
OR BY  
Fax (405) 744-7113

**Completed and signed course approval forms are due in the COHS Outreach Office by the following deadlines in order to process course approval through academic unit, COHS Outreach Office, OSU Outreach Office and Registrar's Office:**

Summer and Fall courses: November 1st

Spring courses: September 1st

**Human Sciences Outreach Office Use Only**

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Date Received in Outreach Office  
from Academic Unit \_\_\_\_\_

Date Outreach Office Submitted Form & Budget  
to COHS Finance Office \_\_\_\_\_

Signature of APS/Outreach Staff Member  
Submitting to Finance Office \_\_\_\_\_