Blendsync Addendum

Introduction to this Addendum

If your course has previously been approved as a blended or a fully online course, and you now wish to seek approval as a Blendsync course, please complete page 1 of this addendum, digitally sign it, and then submit the form (using the **Email Form** button or by emailing this form as an attachment to online@mclennan.edu).

Introduction

Instructor's Name: Department:

Course Name: Course ID (ex. ENGL 1301):

Dept/Prog/Div Chair Name: Dean Name:

All instructors teaching Blendsync courses must take additional courses to teach in this modality. In addition to *Teaching Online: Fundamentals* (or *Effective Online Instruction*), you must also take the following: Zoom & Camtasia/YuJa. Have you received credit for these PD courses?   Yes   No

Instructor-to-Student Communication

Please list the percentage of each communication method that will be used to communicate with students.

Communication Methods	%	Communication Methods	%
Announcements		Synchronous Meetings	
Discussion Boards		Small Groups	
Email		In Person (F2F)	
Phone Calls		Other	

Instructor Comments

Date: Signature   Email Form

Center for Teaching and Learning Staff Comments

The additional, required trainings have been completed.

Date: Signature

Department or Division Chair Comments

Date: Signature   Email Form

Dean Comments

Date: Signature   Email Form