

Hybrid/Online Teaching Request Form

Please complete and sign the teaching request form and return it to your department chairperson. Pending departmental approval, LaGuardia faculty can teach up to two courses in the 12-week sessions or one course in the six-week sessions. Faculty who are new to online teaching are strongly encouraged to participate in training that addresses effective online pedagogy, as well as College policies and practices with regard to the use of secure online tools and the verification of student identify.

Name:

Department:

Course:

Hours:

Does the course have a lab component: **Y / N**

I would like to teach a section as: **Hybrid; hours taught in a classroom:** **1/3 1/2 2/3**
 Online, with no hours taught in a classroom

Please Note: LaGuardia faculty who have not taught online and who wish to teach on an online or hybrid class are strongly encouraged to participate either as leaders, mentors, mentees, or participants in professional development activities focused on online learning.

Please describe your participation for teaching online, e.g. participation in a CTL-supported seminar or workshop, departmental or one-on-one training, or enrollment in a CUNY-sponsored activity such as through the School for Professional Studies.

By signing this form, I acknowledge my understanding of FERPA requirements with regard to the privacy of student records.

(Signature)



For questions about hybrid/online teaching, please contact the LaGuardia Center for Teaching & Learning at CTL@lagcc.cuny.edu or 718.482.5462.