



UNIVERSITY OF SOUTH ALABAMA  
Undergraduate E-Learning Assistant (UEA) Pilot Program

Please mail completed proposals to:  
Academic Affairs  
AD 300  
Attention: Electronic Learning

**UEA Proposal Form**

Please complete parts 1-7

1. Please enter the following identification information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Department: \_\_\_\_\_ Course: \_\_\_\_\_  
Email address: \_\_\_\_\_ Semester Enrollment: \_\_\_\_\_

2. Please indicate the semester you require UEA assistance: \_\_\_\_\_

3. Please indicate the number of hours per week of UEA assistance you are requesting: \_\_\_\_

4. Which of the following tasks do you expect to require of a UEA? Select all that apply.

**Lecture Capture**

- Video recording of classroom lectures
- Video recording of studio sessions
- Desktop screen recording

**Editing / Podcast production**

- PC-based video editing
- Mac-based video editing

**Podcast Production**

- Podcast creation – Mac-based
- Podcast creation – PC based

**Course Content Delivery**

- Upload podcasts/content to iTunes U
- Upload podcasts/content to LMS
- Upload podcasts/content to website
- Other: Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please describe how these tasks you have indicated above specifically relate to course redesign development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How many total hours do you estimate a UEA is required for the course redesign or development? \_\_\_\_

7. How do you plan to deploy media (podcasts, screencasts, etc) in your course?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that any software or hardware required must be provided by the Department.

Approved By:

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
College Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Electronic Learning: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Vice President for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_