

Course Development Timeline

(for new courses to be offered in U08)

Feb 8
Check-
point
1

Feb 22
Check-
point
2

Feb 29
Check-
point
3

March 21
Check-
point
4

April 11
Check-
point
5

April 18
Check-
point
6

- Online teaching orientation (WebCT training, online media, instructional design, best practices) attended

- Course development meeting with Instructional Designers scheduled

- First half of recording sessions scheduled

- Training completed

- Copyrighted course materials identified

- Course development meeting with Instructional Designers attended

- Training needs identified

- Principles of Good Practice reviewed

- Course materials "To Do list" submitted

- Course syllabus template reviewed

- Textbook selected

- Exams/assignments identified

- 1st half of course materials (audio recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted

- Second half of recording sessions scheduled

- Syllabus submitted

- 2nd half of course materials (audio recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted

- Clearance is obtained for all copyrighted materials

- Course reviewed

- Final updates made

- Principles of Good Practice form signed

- Course approved by Program Director

By signing this document, I agree to the following:

1. I will adhere to the course development timeline. Should a deadline not be met, I understand the program director will be notified. The course may be postponed or cancelled at the program director's discretion.

2. All aspects of the course are ultimately the instructor's responsibility.

Course: _____ Instructor: _____