
 = Essential
 = If applicable

Course Update Timeline

(for existing courses to be offered in S08)

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

•Course development meeting with Instructional Designer scheduled

•WebCT course accessed and reviewed

•First half of recording sessions scheduled

•Training completed

•Copyrighted course materials identified

•Updated syllabus submitted

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

•Clearance obtained for all new copyrighted materials

•Course Development meeting with Instructional Designer attended

•Principles of Good Practice reviewed

•Course evaluations reviewed by Instructional Designer and Instructor

•Course materials "To Do list" submitted

•Training needs identified

•New textbook/cases identified

•New exams/assignments identified

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

•Second half of recording sessions scheduled

•Course review

•Final updates made

•Principles of Good Practice 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 that 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: _____