Course Update Timeline Spring 2019 Cycle
(for existing courses including revamping courses to be offered in Summer 2019)

Feb 1 Checkpoint
1

- Course development meeting with Instructional Designer attended
- Course from last offering reviewed

Feb 15 Checkpoint
2

- Course Development meeting with Instructional Designer attended
- Principles of Good Practice reviewed
- Course from last offering reviewed by Instructional Designer and Instructor
- Course updates/improvements identified
- Course materials “To Do list” submitted

Mar 1 Checkpoint
3

- First half of new course materials (recordings, scripts, PowerPoints, readings, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted
- Second half of recording sessions scheduled

Mar 22 Checkpoint
4

- Updated syllabus submitted

Apr 5 Checkpoint
5

- Any additional course materials submitted
- 2nd half of new course materials (audio recordings, scripts, PowerPoints, readings, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted
- Clearance obtained for all new copyrighted materials

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: ___________________

Feb 1 Checkpoint 1
Feb 15 Checkpoint 2
Mar 1 Checkpoint 3
Mar 22 Checkpoint 4
Apr 5 Checkpoint 5