

- Course Intro and Course Conclusion video recording scheduled and shot at the eLearning studio
- Syllabus submitted
- Any additional course materials submitted
- **Checkpoint #3 – 08/19/22**

Course Development (Step 3):

- Lecture recordings edited, produced and reviewed by the eLearning Student Workers
- Course building completed by the Instructional Designer
- Entire course completed on the development shell
- Course reviewed by the instructor
- Online or Hybrid Course Request Form is completed, signed and submitted to the Registrar’s Office by the school for scheduling course offering
- **Checkpoint #4 – 10/28/22**

Course Review and Readiness:

- Course technical review done by a peer Instructional Designer
- Updates and fixes made if needed
- Notification sent to the department/school for faculty peer review
- Course reviewed by faculty peer and approved for offering by the department/school
- Course final updates made if needed and c
- Course final checked by the @) and the @
- Course PGP form submitted
- **Checkpoint #5 – 11/18/22**

Course Initial Offering and Future Offerings:

- Course is deployed on the first day of the semester.
- Instructional Designer will provide consultation and support during the course offering.
- Instructor will collect student feedback and review course evaluation results and make adjustments and improvements for next offering.
- Instructor will update the course for any future semester re-offerings on their own. The eLearning team will provide training, consultation and support on course updates.

By signing this document, I agree to the following:

1. I will adhere to the course development timeline. Should a course completion deadline not be met, I understand the program director/department head will be notified. The course may be postponed or canceled at the discretion of program director/department head.
2. All aspects of the course are ultimately the instructor’s responsibility.

Course #: _____ Instructor: _____ Date: _____