Course Development Timeline Spring 2018 Cycle

(for new courses to be offered in Fall 2018 or later)

Jan 26 Check-point 1

- **Online teaching orientation (eLearning training, online media, instructional design, best practices) scheduled**
- **Course development meeting with Instructional Designers scheduled**
- **MOU form signed (for JSOM courses)**
- **Online Teaching Certification training recommended**

Feb 9 Check-point 2

- **Online teaching orientation attended**
- **Course dev meeting attended**
- **Training needs identified**
- **Online/Hybrid Course Request Form completed**
- **Principles of Good Practice reviewed (the form will be completed when the course is for first offering)**
- **Course materials "To Do list" submitted**
- **Course syllabus template reviewed**
- **Faculty Peer Evaluation Form reviewed**
- **Textbook selected**
- **Exams/assignments identified**

Feb 16 Check-point 3

- **First half of recording sessions scheduled**
- **Recommended Online Teaching Certification training completed**
- **Other Training completed**
- **Copyrighted course materials identified**

Mar 16 Check-point 4

- **1st half of course materials (audio recordings, scripts, PowerPoints, readings, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted**
- **Second half of recording sessions scheduled**

May 11 Check-point 5

- **Syllabus submitted**
- **2nd half of course materials (audio recordings, scripts, PowerPoints, readings, assignments, audiovisual materials, tests/quizzes, learning objectives, intro video, etc.) completed and submitted**
- **Any additional course materials submitted**
- **Clearance is obtained for all 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 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: _____