

Course Update Timeline Spring 2018 Cycle

(for existing courses including revamping courses to be offered in Summer 2018)

 = Essential

 = If applicable

Jan 26
Check-
point
1

Feb 9
Check-
point
2

Feb 23
Check-
point
3

Mar 16
Check-
point
4

Apr 6
Check-
point
5

•Course development meeting with Instructional Designer scheduled

•Course from last offering reviewed

•Course Development meeting with Instructional Designer attended

•Principles of Good Practice reviewed

•Course evaluations from last offering reviewed by Instructional Designer and Instructor

•Course updates/improvements identified

•Course materials "To Do list" submitted

•New textbook/cases identified

•New course content identified

•New exams/assignments identified

•Recording sessions scheduled

•Copyrighted course materials identified

•First half of recording sessions scheduled

•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

•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

•Updated syllabus submitted

•Any additional course materials submitted

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: _____