

# Course Development Timeline Spring 2012 Cycle

(for new courses to be offered in F12)

**Feb 3  
Check-  
point  
1**

**Feb 17  
Check-  
point  
2**

**Feb 24  
Check-  
point  
3**

**March 16  
Check-  
point  
4**

**May 18  
Check-  
point  
5**

- Online teaching orientation (eLearning training, online media, instructional design, best practices) scheduled

- Course development meeting with Instructional Designers scheduled

- First half of recording sessions scheduled
- Training completed
- Copyrighted course materials identified

- Online teaching orientation attended
- Course dev meeting attended
- Training needs identified
- Principles of Good Practice reviewed
- Course materials "To Do list" submitted
- Course syllabus template reviewed
- Textbook selected
- Exams/assignments identified

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

- Syllabus submitted
- 2nd half of course materials (audio recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and 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: \_\_\_\_\_