## Course Development Timeline Summer 2017 Cycle
**(for new courses to be offered in Spring 2018 or later)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Check-point</th>
<th>Notes</th>
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| June 9     | 1           | • 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 ready for first offering)  
|            |             | • Course materials “To Do list” submitted  
|            |             | • Syllabus submitted  
| June 16    | 2           | • MOU form signed (for JSOM courses)  
|            |             | • Online Teaching Certification training recommended  
|            |             | • Online Teaching orientation (eLearning training, online media, instructional design, best practices) scheduled  
|            |             | • Course development meeting with Instructional Designers scheduled  
|            |             | • Recommended Online Teaching Certification training completed  
|            |             | • 1st 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  
| June 23    | 3           | • 1st half of recording sessions scheduled  
|            |             | • Other Training completed  
|            |             | • Copyrighted course materials identified  
|            |             | • Second half of recording sessions scheduled  
|            |             | • Any additional course materials submitted  
| July 21    | 4           | • Recommended Online Teaching Certification training completed  
|            |             | • Course syllabus template reviewed  
|            |             | • Peer Evaluation Form reviewed  
|            |             | • Textbook selected  
|            |             | • Exams/assignments identified  
|            |             | • Syllabus submitted  
| August 18  | 5           | • 2nd half of course materials (audio recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, intro video, etc.) completed and submitted  
|            |             | • Clear 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 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: ___________________