Course Update Timeline Fall 2017 Cycle
(for existing courses including revamping courses to be offered in Spring 2018)

Sept 8
Checkpoint 1

Course development meeting with Instructional Designer attended
- Course from last offering reviewed

Sept 22
Checkpoint 2

- 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

Oct 13
Checkpoint 3

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

Oct 27
Checkpoint 4

- Updated syllabus submitted
- Any additional course materials submitted

Nov 10
Checkpoint 5

- 2nd half of new course materials (audio recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted
- Clearance obtained for all new 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 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: ___________________