# Course Update Timeline

## Summer 2017 Cycle
(for existing courses including revamping courses to be offered in Fall 2017)

**June 9**  
Check-point 1

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

**June 16**  
Check-point 2

- Course Development meeting with Instructional Designer attended
- Principles of Good Practice reviewed
- Course evaluations reviewed by Instructional Designer and Instructor
- Course updates/improvements identified
- Course materials “To Do list” submitted

**June 30**  
Check-point 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

**July 21**  
Check-point 4

- Updated syllabus submitted
- 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

**July 28**  
Check-point 5

- Any additional course materials submitted

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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: ____________________

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<thead>
<tr>
<th>Date</th>
<th>Check-point</th>
<th>Description</th>
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| June 9     | 1           | Course development meeting with Instructional Designer scheduled  
Course from last offering reviewed |
| June 16    | 2           | Course Development meeting with Instructional Designer attended  
Principles of Good Practice reviewed  
Course evaluations reviewed by Instructional Designer and Instructor  
Course updates/improvements identified  
Course materials “To Do list” submitted |
| June 30    | 3           | First half of new course materials completed and submitted  
Second half of recording sessions scheduled |
| July 21    | 4           | Updated syllabus submitted  
2nd half of new course materials completed and submitted  
Clearance obtained for all new copyrighted materials |
| July 28    | 5           | Any additional course materials submitted |