COURSE DEVELOPMENT AGREEMENT

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| **Date** |  |
| **Course Name** |  |
| **Subject Matter Expert** |  |
| **Course Launch Semester** |  |
| **Final Course Due** |  |

# CONTACTS

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| --- | --- |
| **Assistant Director** |  |
| **Instructional Designer** |  |

# DEVELOPMENT TEAM RESPONSIBILITIES

Create a timeline of deliverables to ensure the course is completed on time. Provide timely feedback for submitted materials. Provide resources and support for all aspects of the course development process. Ensure that the Subject Matter Expert is following the timeline created.

# SUBJECT MATTER EXPERT RESPONSIBILITIES

The Subject Matter Expert agrees to:

* Prepare all academic content for this course in accordance with the expectations of the program.
* Commit to the completion of the outlined work by the weekly deadlines provided on the attached timeline.
* Respond in a timely manner to communication.
* Attend meetings requested or scheduled by the members of the team to discuss course development opportunities, progress or issues.
* Complete other course development tasks as necessary.

If the Subject Matter Expert does not meet the expectations listed above, this agreement can be considered null and void at the discretion of the Assistant Director.

# PRODUCTION REQUIREMENTS

You are required to produce the following:

* Create a clear course description, measurable Course-Level Objectives, and measurable, appropriate Module-Level Objectives that outline the structure of the course.
* Complete two-course alignment maps that describe module titles, themes, instructional materials, learning activities, assessments, and necessary course tools for both a 15- and 12-week version of the class.
* Develop a syllabus for the class using the UF CJC Online template.
* Create and provide lecture materials (PowerPoints, scripts, supplemental materials, etc.).
* Record personal lectures following standards for the full course.
* Provide instructional materials, including textbook adoption information, activities, assignments, assessment details, and rubrics that align with the objectives.
* Implement any changes or supplemental weekly module elements as requested by the team.

# EXAMPLE DEVELOPMENT SCHEDULE AND DELIVERABLES

Your personal development timeline may vary from the sample below. You and your ID will create a personalized timeline of deliverables based on your course needs and other factors.

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| **Deliverables** | **Timeline** |
| **Kickoff Meeting:**  Discussion and Preparation with UF CJC Online Team |  |
| **Planning Documents:**  Course description, Course-Level Objectives, Module-Level Objectives, Instructor Welcome Bio | 1 week |
| **Outline Documents:**  Module Titles, Organized Module-Level Objectives, Rich Module Introductions | 1 week |
| **Module Content:**  For every module in the class, the Subject Matter expert will:   * Readings including textbooks, articles, etc. (our benchmark is 30-50 pages per week. One video minute = 1 page reading) * External videos as necessary * Video lectures and scripts that meet UF CJC Online standards (will be newly recorded during development) * Slides used in the video lectures as necessary (will be newly created using provided PPT template) * Engaging Assignments, Activities, and Assessments including directions and rubrics * Opportunities in the course for learners to engage with their peers, the content (instructional materials), and with the instructor. | Typically 1 week per 1-3 Modules |
| **Canvas Course Review**  Feedback on the draft of the course in Canvas. |  |
| **Final Course Alignment Maps & Syllabus Completed**  12- and 15-week course alignment maps completed. Syllabus completed. |  |
| **Wrap Up Meeting**  Presentation of the course to UF CJC Online staff for final department comments. |  |

# COURSE PRODUCTION POLICIES

1. Copyright Policy states that any materials prepared for this course are considered to be work-for-hire; the copyright for these materials will be held by the University.
2. In relation to copyright infringement, course materials must adhere to copyright laws.
3. All course materials are subject to review. Developers will be expected to update their courses based on recommendations from the review.
4. The first point of contact for any questions, comments, or concerns is your instructional designer. We expect the subject matter expert and the instructional designer will be able to work through any obstacles or concerns. Should there ever be a need for a third perspective, either the instructional designer or subject matter expert should reach out to the Assistant Director.

I agree to the terms of this development agreement and will adhere to the deadlines provided.

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Subject Matter Expert Date

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Instructional Designer Date

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Assistant Director Date

Course Development Agreement Approved by:

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Director Date