



Contract for Development of On-line Courses

On behalf of School of Continuing and Professional Studies (SCPS), Provost's Office, and for the Instructional Media Integration Centre (IMIC) to keep track of projects, the following contractual agreement between SCPS, the Department/ Division, and the Designer is required for the development of on-line courses.

This will confirm that _____ (hereinafter referred as the Course Designer) has accepted the course development of _____, titled as _____, with the School of Continuing and Professional Studies.

Compensation for the development of said course will be the amount of:

- checkbox \$_____ (\$1000 per credit hour [Advanced Level]) for complete faculty alignment with the most current version of the IMIC Best Practices Recommendations for Online Course Development and Delivery (see pg.11, A1.3B).
checkbox \$_____ (\$333 per credit hour [Base Level]) for creating content and using IMIC development services in alignment with the most current version of the IMIC Best Practices Recommendations for Online Course Development and Delivery (see pg.12, A1.3B).

This assignment will begin on ___/___/_____, and has a project completion date 60 days before the first day of the

checkbox Fall checkbox Spring checkbox Summer semester of _____. (Base Level content will be delivered to the IMIC no later than 120 before the launch date.) If said course is not developed by the project completion date, the contract will be defaulted to Base Level terms and conditions resulting in the possible reduction of compensation; or, result in the cancellation of the course for the intended semester (see Addendum 6, pg. 18 in the IMIC Best Practices)

The Course Designer's Division Dean is: _____. The date of contract delivery to the Division Dean will be the ___/___/_____. Acceptance of this assignment and contract by the Division Dean was on the ___/___/_____. This course will be launched (made available) to Students on ___/___/_____.

By accepting this contract the Course Designer guarantees the course will follow with the current version of the IMIC Best Practices Recommendations for Online Course Development and Delivery. It is expected that the Course Description, Institutional Mission and Goals, Course Goals, and Expected Outcomes for the course developed remain unchanged whether the course is taught face-to-face or facilitated via supported distance technology.

Failure to meet those standards will require exclusion of media from the course, resulting in a breach of the Supplemental and Overload Compensation Authorization for Salaried Personnel and this contract. Accepting compensation from SCPS for the creation of this course, the undersigned hereby relinquishes to Southern Utah University all rights, permissions and ownership of this course. The Course Designer also guarantees all content and materials used in the course and has cleared the protocols of copyright, fair use, and TEACH Act requirements. The responsibility for following this protocol is solely the Course Designer's. Prior to launching or publishing, copies of IMIC approved permission/copyright release forms need to be submitted to the IMIC.

All courses electronically distributed (WebCT, EdNet/ITV, Breeze, etc.), fall within the purview of SCPS. SCPS is responsible for the distribution of the course, and the registration of the students into the classes.

This course will be offered as an out-of-state section by SCPS every- checkbox Fall checkbox Spring checkbox Summer. This course will be offered until it meets Distance Education's required minimum offering amount and then under the discretion of SCPS Course Administration.

The contract for compensation in the course development will be initiated upon 1) the signature of the Division Dean, 2) the delivery of this contract to the IMIC, 3) final approval by the SCPS Course Administration. Course development compensation will be dispersed after the IMIC inspection period (60-30 days prior to course release).

On the back of this contract compose the Details, Nature, Purpose, and Justification for the creation of said course. The previous development/update of completion for this course was on ___/___/_____.

Signature lines for Course Developer, Division Dean, SCPS Course Administration Representative, and Date fields.