UtahStateUniversity
REGIONAL CAMPUSES & DISTANCE EDUCATION

Course Development Contract

Instructor: _____ **First semester course will be offered:** _____

Course: _____ **Number of Credits:** _____

Degree/Program/Certificate: _____

Development Begin Date: _____ **Planned Completion Date:** _____

Course will be offered every (check all that apply): ☐ Summer ☐ Fall ☐ Spring

Amount: _____ **Payment Options:** ☐ Directly to the Instructor ☐ As a Department transfer

DEVELOPMENT PROCESS AND EVALUATION: Working with a FACT Instructional Designer, plan a development schedule and define training or technology needs. Developed courses must meet the standards outlined in the attached **Request for Course Development Payment** form and be approved by a FACT Instructional Designer.

INSTRUCTOR retains ownership of original materials prepared for this course in accordance with USU intellectual property policies and grants to Distance Education royalty-free license for usage in the immediate academic year.

PAYMENT will be submitted in the first regularly available payroll cycle after receipt of the completed and signed **Request for Course Development Payment** form. If you have any questions concerning this contract, please contact the RCDE main office at distance.info@usu.edu or 797-9700.

SIGNATURES:

NOTES:

_____
Instructor Date

_____
Dept. Head Date

_____
RCDE Executive Director Date

SUBMISSION: Before beginning development, submit this completed *Course Development Contract* (page 1) to the address below. Upon completion of the course development, submit the *Request for Course Development Payment* (page 2).

Utah State University,
Regional Campuses and Distance Education
5055 Old Main Hill
Logan, UT 84322-5055

UtahStateUniversity
REGIONAL CAMPUSES & DISTANCE EDUCATION

Request for Course Development Payment

Instructor: _____ **Development Completion Date:** _____

Course: _____ **Number of Credits:** _____

Amount: _____ **Payment Options:** ☐ Directly to the Instructor ☐ As a Department transfer

Instructor Initial	Inst. Designer Initials	**I have developed the course to meet the following standards:**
_____	_____	The course is well organized and easy to navigate.
_____	_____	The course includes a statement covering etiquette and participation expectations for course communication and technology requirements.
_____	_____	The course includes an instructor introduction and provides an opportunity for students to introduce themselves.
_____	_____	The course contains learning objectives containing outcomes that are measurable, clearly stated, and are consistent with the course material, assessments, and assignments.
_____	_____	The course contains assessments consistent with the course activities and resources.
_____	_____	The course grading policy is clearly stated with specific descriptive criteria provided for the evaluation of student's work and participation.
_____	_____	The instructional material supports the learning objectives and are sufficient for the student to learn the subject. The purpose of each course element is explained and logically sequenced.
_____	_____	Learning activities foster interaction with instructors, content, and other students with clear expectations for instructor response and engagement in a timely manner.
_____	_____	The tools and media support the learning objectives and are appropriately chosen to enhance student interactivity with the course content. Technologies used are compatible with user standards, easily used, and contain sufficient instructions for students.
_____	_____	The course instructions articulate or link to a description of technical support services, academic support, student support, and additional tutorials or resources as needed to accomplish the learning objectives.
_____	_____	The course acknowledges the importance of ADA requirements with equivalent alternatives to auditory or visual content, and sensitivity to readability issues.

SIGNATURES:

_____ _____

Instructor Date Instructor A-Number

_____

FACT Instructional Designer Date

SUBMISSION: Upon completion of the course development, and after obtaining signature from the instructor and Instructional Designer, submit this request for *Course Development Payment* to:

Utah State University,
Regional Campuses and Distance Education
5055 Old Main Hill
Logan, UT 84322-5055

RCDE OFFICE USE ONLY

_____ _____

Distance Education Coordinator Date Robert Wagner, Exec. Dir., RCDE Date