

UNIVERSITY OF MAINE AT FORT KENT
DISTANCE EDUCATION COURSE DEVELOPMENT CONTRACT

I, _____ agree to develop the course listed below during the:

Spring Summer Fall of ____ prior to the semester the course is taught. This course will be delivered during the **Spring Summer Fall** of _____.

Course Title: _____ **Credit Hours:** _____

The fee for development of this course will be \$ _____. Development fees are payable upon the first semester the course is delivered for instruction.

OR

The following other arrangement will be made as compensation. _____
_____. Such arrangements are deliverable upon the first semester the course is delivered for instruction.

Development of this course will include selecting a selecting a course delivery method (online, ITV, Compressed Video) and course management software (e.g., WebCt, Blackboard), creating a course website, providing a complete syllabus including course description, recommended textbook list, course schedule, course objectives, methods of assessment, and a list of any special requirements for students. **Please refer to your fall or spring syllabus packet for further information about syllabi expectations and best practices for online teaching. The course syllabus should be uploaded at your course website and made available to students one week prior to the start of the course. Faculty must also demonstrate online teaching proficiency through on campus training or other method.**

UMFK has contracted you to create the course listed above for the institution, therefore maintains property rights.

Course syllabus attached for review and approval by the Division? Yes No

Instructor

Date

Course syllabus review and approved by the Division? Yes No

Division Chair

Date

Training complete and course website developed? Yes No

Director of Distance Education

Date

Vice President for Academic Affairs

Date