

= Essential  
  = If applicable

# Course Update Timeline

(for existing courses to be offered in S10)

**Sept 11**  
**Check-**  
**point**  
**1**

**Oct 2**  
**Check-**  
**point**  
**2**

**Oct 9**  
**Check-**  
**point**  
**3**

**Oct 30**  
**Check-**  
**point**  
**4**

**Nov 20**  
**Check-**  
**point**  
**5**

- Course development meeting with Instructional Designer scheduled
- eLearning template accessed and reviewed

- Course Development meeting with Instructional Designer attended
- Principles of Good Practice reviewed
- Course evaluations reviewed by Instructional Designer and Instructor
- Course materials "To Do list" submitted

- Training needs identified
- New textbook/cases identified
- New exams/assignments identified

- First half of recording sessions scheduled
- Training completed
- Copyrighted course materials identified

- 1<sup>st</sup> 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

- 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

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: \_\_\_\_\_