



# Western Michigan University Online Course Development Agreement

*The following information is used by Extended University Programs to create the course in Banner. If you have any questions about completing this form, please contact Andrew Holmes at 269-387-4198 or [Andrew.Holmes@wmich.edu](mailto:Andrew.Holmes@wmich.edu)*

Course Subject & Number:  
Course Title:  
Credit Hours:  
Lab Credit Hours (if applicable):  
Course Capacity:  
Target Launch Term:  
Program(s) this course is relevant to:  
Special Approvals:  
Waitlist Maximum:

**Instructor of record:**

Instructor: \_\_\_\_\_ WIN: \_\_\_\_\_

**This course will be developed by:**

Developer: \_\_\_\_\_ WIN: \_\_\_\_\_ Rank: \_\_\_\_\_ % Developing: \_\_\_\_\_

Developer: \_\_\_\_\_ WIN: \_\_\_\_\_ Rank: \_\_\_\_\_ % Developing: \_\_\_\_\_

Developer: \_\_\_\_\_ WIN: \_\_\_\_\_ Rank: \_\_\_\_\_ % Developing: \_\_\_\_\_

## Course Development/Teaching Stipend

Per the WMU-AAUP faculty contract:

*30.§4.3 Faculty members who develop fully online courses through Extended University Programs will receive a three thousand dollar (\$3,000) course development stipend. The course development stipend will be paid in two equal installments. The first installment will be paid upon completion of developing a course storyboard with the support of an eLearning instructional designer. The second installment will be paid upon completion of the course development process, which includes consultation on pedagogy appropriate to eLearning, and after the course has met all copyright, accessibility, and technical requirements.*

*Joint course development of eLearning courses is encouraged and faculty members who jointly develop fully online courses will equally divide the course development stipend and intellectual and usage rights to the course, unless otherwise specified in a written agreement.*

**Step 1** – Select only one option box and sign.

### Option 1

The developer(s) of this course elects to receive the course development stipend of \$3,000 and grant WMU limited rights of use to the online course content developed.

Department Chair and Developer(s) specify limited rights usage agreement:

Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_

Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

### Option 2

In lieu of receiving the \$3,000 course development stipend, the developer(s) of this course elect to receive compensation in the form of \_\_\_\_\_ (e.g., release time) and grant WMU limited rights of use to the online course materials developed.

Department Chair and Developer(s) specify limited rights usage agreement:

Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_  
Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

### Option 3

The developer(s) of this course waive the course development stipend and retain exclusive intellectual and usage rights to the course content which they have solely developed for the purposes of facilitating this course.

Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_  
Developer(s) \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2 - Extended University Programs ready to begin development.

EUP Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Upon Extended University Program's receipt of the form and signature in step two, developers will be contacted to begin development with an instructional designer, regardless of the option selected in step one. Courses must be developed to comply with all applicable Federal and accreditation requirements, as well as meet the WMU credit hour definition [[http://www.wmich.edu/facultysenate/downloads/MOA1205\\_credit\\_hour\\_policy\\_final.pdf](http://www.wmich.edu/facultysenate/downloads/MOA1205_credit_hour_policy_final.pdf)].

## Course Development Stipend Distribution

**Step 3** - Upon completion of the course storyboard process<sup>1</sup> with the support of an Extended University Programs Instructional Designer, the course developer(s) will receive the first \$1,500 installment of the course development stipend. During the development process, an Extended University Programs Instructional Designer will notify the developer(s) when the storyboard process is complete and should be submitted for sign-off and to release the first installment of the course development stipend.

Step three complete: \_\_\_\_\_ Date: \_\_\_\_\_  
Online Education Representative

Payment process initiated: \_\_\_\_\_ Date: \_\_\_\_\_  
EUP Operations Representative

**Step 4** – Course development complete. All technical, pedagogical, copyright, and accessibility standards are met per the WMU Elearning Standards<sup>2</sup> and The Americans with Disabilities Act Section 508<sup>3</sup>. An Extended University Programs Instructional Designer will notify the developer(s) when the development process is complete and the course should be submitted for final sign-off and to release the second installment of the course development stipend.

Step four complete: \_\_\_\_\_ Date: \_\_\_\_\_  
Online Education Representative

Payment process initiated: \_\_\_\_\_ Date: \_\_\_\_\_  
EUP Operations Representative

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<sup>1</sup> Course storyboard and information and samples can be found at <http://www.wmich.edu/online/resources>

<sup>2</sup> WMU Elearning Standards can be found at <http://www.wmich.edu/online/resources>

<sup>3</sup> Americans with Disabilities Act Section 508 – <http://www.section508.gov/>

