Online Course Development

Guidelines for course development: 25-30 weeks total development time

Course Name: _______________________________________

Instructor: _______________________________________

Course Completion Date: _____________________________

Semester to Launch: _________________________________

Phase 1: Kick-off Meeting  
Kick-off meeting with Instructional Designer and Learning Technology Specialist  

due:_____

Phase 2: Start Here  

- Faculty bio and photo  
  - YouTube video with closed captioning and/or transcript or written bio  
- Welcome announcement  
  - Brief overview of course  
- Navigating your course  
- Where to go for help  
- Where to begin  
- Discussion Board: Class Introductions  

due:_____

Phase 3: Syllabus, Schedule, Course and Weekly Learning Objectives  
due:_____

Mock-up Module and “Weekly” Template will be provided to faculty (if applicable)

Module Content (Phases 4-8)

Phase 4:

**Weeks 1-3**

*due:_____*

Notes:

Assessments, Rubrics, Discussions...

Phase 5:

**Weeks 4-6**

*due:_____*

Notes:

Phase 6:

**Weeks 7-9**

*due:_____*

Notes:

*Check in point with Dean/Department Chair*
Phase 7:

**Weeks 10-11**

*Notes:*

Phase 8:

Quality Assurance to be completed by Instructional Designer

NOTES/ ACTION ITEMS