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# POCR Course Design/Alignment Participation Agreement Form

We know that designing a robust and engaging online course is a continual process. As you begin your Course Design/Alignment journey, we’d like to discuss a few expectations that will support your success.

## OEI Responsibilities

We’re dedicated to providing support and resources to help you align your course, including:

 A comprehensive peer review by trained OEI course reviewers;

 A Section 508/ADA compliance assessment;

 Individualized instructional design support;

 Personalized professional development;

 Assistance with remediation for accessibility issues.

## Levels of Participation

Please select which option you are choosing to participate in for POCR alignment.

**Your course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POCR Alignment Project Using Shared POCR Materials** **| $500 Individual**

* + Faculty member uses a shared template previously built and aligned to the CVC-OEI rubric, if available.

**Individual POCR Alignment Project Not Shared in Canvas | $1000 per project**

* + Faculty member aligns a single course to the CVC-OEI rubric, not to be shared in Canvas.

**Individual POCR Alignment Project Shared in Canvas | *$*1500 per project**

* + Faculty member aligns a single course to the CVC-OEI rubric, made available for sharing with other faculty teaching the same topic.

**POCR Team Alignment Project Not Shared in Canvas | $2,000 per project**

* + Multiple faculty members align a single course to the CVC-OEI rubric, not to be shared in Canvas.

**POCR Team Alignment Project Shared in Canvas | $2,500 per project**

* + Multiple faculty members align a single course to the CVC-OEI rubric, made available for sharing with other faculty teaching the same topic.

## Your Responsibilities

In return, you agree to: *(please check each box to indicate you read the item)*

Submit your completed Course Review Prep form prior to starting the alignment of your course.

Complete the Alignment process within 12 weeks.

(You will have access to an assigned instructional designer for a maximum of six weeks. If your course is not aligned in that time, you may continue to work independently and submit the completed course to us the following fall/spring semester.)

Dedicate 3-4 hours each week to revising your course based on feedback received.

Request and make revisions in the MasterShell (not in an active teaching shell). Please use the following format to name the shell – MasterShell course prefix/number instructor last name (MasterShell\_KIN179\_TanakaHoshijo)

Work to identify and address accessibility issues with the support of your assigned instructional designer.

Engage in regular interaction, both synchronous and asynchronous, with your instructional designer (ID). You should have a minimum of one meeting per week during the weeks you are paired with your instructional designer.

Alert your ID if you will miss any scheduled meetings.

Give notice to the POCR Coordinator and your ID if you take a leave of absence (longer than two weeks) from the POCR Alignment program prior to using all of your 8 week work period.

[you may later resume working with your ID to use the remaining balance of your work period. If you're inactive for more than four weeks, you'll need to begin the process again the following semester.]

## Acknowledgement

My name below indicates I understand the support the OEI will provide me and I agree to each of the designated expectations for my participation in the Course Design Academy.

**Your Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We’re excited to begin our work together!

We’ve created the following Course Review Prep form to help you ensure your course is in the best shape possible prior to submitting for review. (The time and attention you take now will make your entire experience simpler and more enjoyable.)