

**INDEPENDENT LEARNING COURSE DEVELOPMENT
AND TEACHING AGREEMENT**

The Independent Learning Program, coordinated by the Distance Learning and Outreach Technology Office (DLOT) provides a unique set of services for Auburn University faculty and departments which allow the offering of Auburn credit courses to a non-traditional student body in the convenient formats generally termed guided or independent study, including those that are mainly based in print or other media. This form assures that the faculty member and the department head generally understand the commitment that follows a faculty member's decision to offer an Independent Learning (IL) course and understand the support that is provided by DLOT. This form must be completed prior to the initiation of an Independent Learning course development project. (3 pages total in length)

I. Course Information

<i>Course Number</i>	<i>Course Title</i>	<i>Number of Semester Hours</i>
----------------------	---------------------	---------------------------------

Offering Format:

- Extended Option (Offering Schedule: Fall__ Spring__ Summer__)
- Graded/Concurrent Option (Offering Schedule: Fall__ Spring__ Summer__)
- Graded Option (Offering Schedule: Fall__ Spring__ Summer__)

Course Development Time Frame:

Begins on _____, 20__ with completion by _____, 20__.

II. Faculty Member Information

Name: _____ Telephone: _____

College/School: _____ Department: _____

Campus Address: _____ E-Mail: _____

III. DLOT Responsibilities

DLOT agrees to perform and offer the following in support of the course faculty and the students:

- 1) Pay the Faculty Member a stipend for the development of an IL course. The stipend is paid upon university approval of the course and the initiation of student enrollment.
- 2) Pay the Faculty Member a per enrolled student course completion stipend. This stipend is paid quarterly pro rata dependent on the percentage of course assignments completed and graded for each student.
- 3) Recognize the Faculty Member as the Author of the course.
- 4) Assure that the course materials will not be used in any other format or for any other purpose without the expressed written consent of the Faculty Member.

- 5) Provide the Faculty Member royalty-free license for the purpose of incorporating all or a portion of the developed materials in some other work that the Faculty Member may create (except in situations as described in Item 9 in Section IV).
- 6) Provide full “wrap-around” services to the faculty member for this course—including instructional design, multimedia, marketing, and implementation support.
- 7) Assure that in the event that the Faculty Member becomes disassociated from this course, DLOT will not continue to use the course materials with another faculty member without the written permission of the Author, the department head, and the new instructor.
- 8) Provide student and faculty support services as is customary for the department and any additional services as negotiated in order to facilitate successful student matriculation.
- 9) Provide the Faculty Member adequate support to minimize the administrative burden of serving the nontraditional students.
- 10) Duplicate course materials, enroll students, collect tuition revenue, disseminate course materials, facilitate communication and the movement of assignments between faculty and students, maintain records and progress information on all students, and pay course costs.
- 11) Report any FTE generated by this course to the Office of Institutional Analysis and Planning in the name of the academic department.

IV. Faculty Member’s Responsibilities

In agreeing to the development and teaching of the above listed course, the Faculty Member agrees to perform the following:

- 1) Collaborate with Distance Learning staff to redesign the campus-based course into the distance education format in accordance with the policies and guidelines of the IL Office.
- 2) Collaborate on the development of the Distance Education Course Approval Packet and facilitate the review and transmission of the Approval Packet through the various curriculum committees for ultimate approval.
- 3) Determine the course support needs for faculty member and students in consultation with the IL Student Services Manager.
- 4) Assist the DLOT Marketing Coordinator in creating and implementing a marketing plan for the course.
- 5) Manage the course activities and provide feedback to and evaluate students who enroll in the course.
- 6) Assist the IL support staff in acquiring student course progress information as needed for records and reporting requirements.
- 7) Maintain as appropriate the course currency and accuracy in coordination with DLOT staff.

- 8) Agree to a license to DLOT to utilize the course materials as an offering of Auburn University with the Faculty Member as instructor.
- 9) Assure that this course will not be offered in a like method so as to create a competitive situation for the IL offering. This does not include the offering of campus-based courses for AU students offered on-load as part of the Faculty Member's regular teaching assignments.
- 10) Complete required course and administrative forms in a timely manner, including but not limited to such forms as grade sheets, extra job approval forms, UPO10s, and after-the-fact reporting sheets.
- 11) Assume the teaching load of this Independent Learning course for a minimum of three terms in the absence of extenuating circumstances.
- 12) Abide by all applicable policies and procedures of *Auburn University Comprehensive Policies and Procedures for Distance Education* and those of the Independent Learning Program.

NOTE: Any instructional materials that may become commercialized as a result of this course will be so stated and detailed along with ownership and royalty arrangements in an Authorship and Royalty Agreement.

V. Agreement Signatures

Faculty Member: _____ Date: _____

Department Head: _____ Date: _____

Director, DLOT: _____ Date: _____