

Agreement to Develop a Distance Learning Course

TO:
FROM:
SUBJECT: Developing _____ as a Distance Learning Course
DATE:

I am pleased that you have agreed to develop _____
as a distance learning course. The specific agreement is as follows:

- The course must be developed for delivery using Blackboard, the supported course management system.
- The course must be developed in coordination with the Office of Distance and Distributed Learning.
- The final course material must be subject to a satisfactory technical and peer review and approved before delivery.
- An archival copy of the course will be collected by the Office of Distance and Distributed Learning after the review process is completed.
- TNCC will retain a "license/permission to use" privilege in perpetuity of courses, but you retain ownership as outlined in Section 12, Intellectual Property of the VCCS Policy Manual.
- The course will be developed and approved by the following date _____ unless a specific extension has been requested and approved by your Division Dean.

Please indicate your acceptance of this agreement by signing below. Please return one copy to the Office of Distance and Distributed Learning after it is signed by the parties below.

I certify that I have successfully completed the TOP class and agree to all of the above,

Instructor (Date)

Division Dean or Designee (Date)

Vice President for Academic Affairs (Date)

Director of Distance and Distributive Learning (Date)