Extension Online Course Development Agreement

# PURPOSE

This agrement is to outline online development, maintenance, content rights, expenses, and revenue associated with the Course(s) for USU Extension Online (USUEO).

## Department/County/Program:

## Instructor/Developer:

# COURSE DEVELOPMENT SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Fees** | **Length  (in hrs.)** | **Month Developed** | **Month Offered** |
|  |  |  |  |  |

# DEVELOPMENT

* The Course(s) will be developed according to standards outlined by the USUEO instructional design team and approved by USUEO Administration.
* Images, videos, and graphics used in the Course(s) need to be royalty free or used with permission.
* The Course(s) can be developed by the lead content developer or by USUEO instructional design team.
* The Course(s) will be edited and peer reviewed.
* The Course(s) will be assessed for quality.
* All content will adhere to accessibility requirements including but not limited to captioning, transcriptions, and visual descriptions.

## Maintenance

* The Course(s) will be reviewed for revisions by the lead content developer every three years for content quality and accuracy.
* The Course(s) may be redeveloped if substantial changes from the original course design are deemed appropriate.

## Intellectual property

Per USU Policy 587 (reference 3.5 & 3.6), USU designates this online course development as a Commissioned Work and as such acquires and retains title to all USU IP related to the online course as developed under this agreement. Decisions related to the use of the online course will be under the direction of USUEO.

## Development Support

Course(s) developed in partnership with USUEO Instructional Designers.

## Co-author and Collaborator Agreements

By signing this agreement, the lead content developer confirms all co-authors and collaborators agree to this agreement.

# EXPENSES and REVENUE SPLITS

Expenses

* Any development expenses funded by USUEO Administration that will be deducted from revenues until development expenses have been paid in full.
* Current learning management system (LMS) user fees and applicable credit card registration fees.

Revenue

* After all expenses and fees have been paid any remaining revenue will be split 50/50, with 50% being retained by USUEO and 50% being forwarded to the department of the lead course developer.
* The department’s 50% may be distributed as determined by the department head. It is the responsibility of the lead content developer and department head to memorialize any agreed upon distribution, including any revenue sharing with co-authors and/or collaborators.
* USUEO Business Services will create indices for depositing revenue.

If you have any questions concerning this agreement, please contact Kevin Shanley, USU Online Coordinator, at kevin.shanley@usu.edu or 797-8177.

# SIGNATURES:

Date  
Instructor/Developer

Date  
Dept. Head/Regional Director

Rene Eborn Date  
SAVP Strategic Initiatives and USU Online

Kenneth White Date  
USU Extension Administration