

**Appendix A**  
**WSU Distance Education Online Course Product**  
(note: this is a template, any point can be revised if both parties agree)

The online course that you are hereby engage to develop will:

1. Contain traditional course materials:
  - a. Syllabus
  - b. Course objectives
  - c. Module objectives
  - d. Course outline
  - e. Course bibliography
2. Contain a minimum of **XX** total hours of instruction led/ narrated video presentation
3. Be organized in academic modules based upon the course learning objectives.
4. the following or an alternative approved by the faculty member and the University:
  - a. Instructor led/narrated video presentations (best practices suggest not more than 15 minutes).
  - b. Supplemental documentation such as: text readings, library resources, online resources, notes, maps, images, diagrams, animations, etc.
5. Utilize active learning activities, following review with CTL and WSU Distance Education/MIS staff to determine where interactive activities will be placed and what types of activities will be utilized. Examples of active learning activities include: discussions, team-based projects, interactive simulations, role play or pilot live (reviews).
6. Include measures for assessing student mastery of learning objectives using any of the following: quizzes, short writing assignments (with corresponding rubrics), discussion items, team/individual projects, exams or self-assessment(s). The faculty member with support from the DL team will determine the methods and frequency/timing of their use.

Video presentation and online interactive asset development will be supported by CTL and WSU Distance Education/MIS staff including: instructional designer(s), animator, video editor, and online multimedia asset developer. Faculty member will provide guidance, subject matter information and review for accuracy.

Content will be uploaded into Pilot LMS by CTL and WSU Distance Education/MIS staff.

The faculty member and WSU Distance Education/MIS staff will develop a weekly course development schedule that aligns with the timeline for completion outlined in the attached agreement. That timeline will be added to this appendix.