

Land-to-Online Development Agreement

The *Instructional Designer* and the *Course Instructor* will discuss this agreement along with project parameters, using this document as a building block to the course blueprint. Copies of the signed document will be on given to the *Course Instructor*.

Instructor:		
Email:	Phone:	
Course/Semester/Section:	<input type="checkbox"/> 8 Week	<input type="checkbox"/> 16 Week <input type="checkbox"/> Other
Has Taught Online? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Course Components

Course Overview Discussions Dropbox Quizzes Technology

Development tools given:

Course Outline Template Course Activity Worksheet ALL Handout

Outline Due Date:

The instructor agrees to collaborate with their assigned instructional designer and technologist to:

- complete the course planning/design phase
- build assessments and activities that support the learning outcomes for the college and program
- provide content and supporting materials in a mutually agreed upon timeframe
- apply best practices for distance education, based on standards such as NC-SARA, Quality Matters, Online Learning Consortium (OLC), Educause, etc.

As the instructor, I recognize that I am solely responsible for

- following Mercy College's Distance Education course facilitation guidelines, providing an effective and consistent learning experience for my students .
- providing support for third-party software and hardware outside of the Mercy College DE supported toolkit.
- being copyright compliant when posting materials online (D2L).

By signing this document, I agree to adhere to the expectations listed above with the understanding that I am ultimately responsible for the maintenance and upkeep of course components utilized in D2L.

Signatures

 Course Instructor

 Instructional Designer

Course Delivery Definitions

Online (*Distance Education Offering*)

All of the instruction, communication and assignments are delivered completely online. Assessment of students may be at a proctored location and some learning may require acquisition of a clinical preceptor or service learning/practicum location. All online courses will be signified as such with a "W" in the course section number and/or have "online" as its location in the course catalogue.

Hybrid (*Distance Education Offering*)

A hybrid course at Mercy College is defined as a course in which many of the activities associated with the course have been moved to an online environment in an effort to reduce the amount of time spent in the classroom. All hybrid courses will be signified as such with an "H" in the course section number and/or have "hybrid" designated as its location in the course catalogue.

Web-Enhanced/Web-Supported

The instruction is delivered through traditional and regular face-to-face meetings with additional interactive web assignments or activities. Class time is not greatly reduced, but used differently. All web-enhanced courses will be signified as such with an "0" in the course section number and/or have a specific campus location designated in the course catalogue.

Land-Based

All of the instruction, communication and assignments are delivered through traditional and regular face-to-face meetings with some supporting materials (syllabus, lecture notes, check offs, handouts, etc.) available to access online. Class time is not reduced. All land-based courses will be signified as such with an "0" in the course section number and/or have a specific campus location designated in the course catalogue.

For further clarification, please use the following guide (please note that these definitions are specific to Mercy College of Ohio and may vary by institution):

Credit Hours	Online (100% of instruction online)	Hybrid (40-99% of instruction online)	Web-Enhanced/Supported (1-39% of instruction online)	Land-based (100% of instruction in classroom)
1	750 minutes	300 - 749 minutes	7.5 - 299 minutes	750 minutes
2	1,500 minutes	600 minutes - 1,499 minutes	15 - 599 minutes	1,500 minutes
3	2,250 minutes	900 minutes - 2,249 minutes	22.5 - 899 minutes	2,250 minutes
4	3,000 minutes	1,200 minutes - 2,999 minutes	30 - 1,199 minutes	3,000 minutes
5	3,750 minutes	1,500 minutes - 3,749 minutes	37.5 - 1,499 minutes	3,750 minutes