



# Continuing & Professional Education Statement of Work

**Description:**

\_\_\_\_\_ will develop one course titled \_\_\_\_\_  
for West Virginia University C&PE.

**Ownership:**

The owner \_\_\_\_\_ affirms that he/she has developed or has the rights to all of the content including visual elements.

WVU shall exclusively own the rights to all materials delivered under this agreement.

\_\_\_\_\_ will retain the right to use the materials developed in this course in future teaching and/or consulting activities provided the following stipulations are followed:

- The materials can be used non-competitively when offered free-of-charge.
- The materials can be marketed and sold competitively in whole or in part, but WVU shall be paid royalties in the amount of 25% of net revenue (profit).

**Deliverables:**

Course content shall be developed as outlined below:

- A detailed course outline shall be developed to be included with the course and used in promotional materials to advertise the course.
- A pre-assessment may be delivered to gauge the student's knowledge of the basic subjects to be taught prior to the start of the course.
- Content shall be delivered in appropriate format.
- All content shall be developed in such a way as to be delivered asynchronously. (Any references to particular dates should be absolute, not relative.)
- Objectives shall be developed that succinctly state the learning outcomes for the content to be presented.
- Quiz questions shall be developed to assess the content that is presented. Quiz questions should cover all of the learning objectives that were presented for the content. Quiz questions shall be written in a manner that they can be computer graded. Question types that can be computer graded include: True/False, Multiple Choice, Multiple Response, Short Answer (numeric, single words, or short phrases), and Matching. Quiz questions shall be fully developed with question, answer, and any incorrect answers to be included in the case of multiple choice, multiple response, or matching-style questions. For all question types, the correct answer shall be indicated.

The course should be broken down into modules/segments. Each module/segment should adhere to the following suggested format:

- A succinct overview of the material to be covered in that module including key concepts and vocabulary shall be presented.
- The content shall be presented with appropriate models, analogies, metaphors, and/or similes to most effectively convey the content. Visual elements such as simulations, graphs, digital photos, animation, etc. should enrich and enhance content.
- Each session shall be coupled with a quiz that covers the concepts presented in the presentation. Quiz questions should reflect the material detailed in the sessions.
- Where applicable and as often as possible, sessions shall include case studies, or real-life examples, to legitimize the instructional content.

All sessions and quizzes shall be subject to review by WVU representatives and/or appointed professionals to affirm the accuracy and applicability of the content. Based on the recommendations of these representatives, the sessions and quizzes shall be amended.

**Availability:**

The instructor will be available to answer content-related questions from the students in class. Answers to questions should be given within 48 hours of when the question is received. Availability shall be for a one year period starting from the time the class is first offered online. Before the conclusion of the one year period, WVU C&PE will reassess the need to develop a second contract for further availability.

**Time Table:**

To ensure that material is completed in a timely fashion, a schedule will be put in place for content delivery. Additional development will not continue until each module/segment is reviewed.

**Course Outline:**

A preliminary course outline will be submitted to WVU C&PE to determine the project time line. Course outlines are subject to change.

**Terms of Contract:**

All instructors/individuals will be paid according to the C&PE Financial Model selected.

**Payment Options:**

- 1) College/department can provide accounting string so that monies are directly deposited with each student registration.
- 2) Instructor/individual will be paid monies per student registration at the end of each term (3 terms).
- 3) Sole Proprietor/corporation is paid monies per student registration at the end of each term (3 terms).

I hereby agree to terms and conditions stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College/Department/Corporation

\_\_\_\_\_  
Signature  
WVU C&PE

\_\_\_\_\_  
Date