

Stipend Agreement for MATC New Course Development

When the following conditions have been met and approved by the Chief Academic Officer, Manhattan Area Technical College agrees to pay _____ (instructor) a course development stipend, in accordance with Policy 4.1.1 in the amount of \$_____ upon the completion of course development of _____ (prefix/course number) _____(course name) to be taught beginning _____ (semester).

(Instructor)

(date)

(Dean)

(date)

(CAO)

(date)

UPON COMPLETION:

- _____ All components of the entire course are complete and uploaded into Canvas.
(This includes, but is not limited to, weekly assignments, quizzes, gradebook, activities, and assessments)
- _____ The course syllabus is created in correct format, uploaded to Canvas, and been submitted to Academics.
- _____ All materials meet the appropriate standard of quality (including correct spelling, grammar, etc.), and accreditation/state standards if applicable.
- _____ Course developer has presented and demonstrated the course to department and Dean/CAO.

Verification requirements met:

(Instructor initials) / (Dean initials)

Approval:

(CAO)

(date)

FOR OFFICE USE ONLY

Amount Paid \$ _____ Business Office _____ Date Paid _____