



Laredo Community College
Distance Learning (DL)

Course Development
CONTRACT SERVICES AGREEMENT

Course: _____

Instructor: _____

Date: _____

1. Developer shall be paid \$ 500.00 for course development and classroom training associated therewith.
2. This online course will be developed and placed on the Blackboard server where it will become the property of Laredo Community College (LCC).
3. Course and related materials will be used as deemed appropriate, in part or in total, by LCC without further compensation to the initial developer.
4. Any and all supporting materials, either hard or electronic, are to be submitted to the DL Director for retention within the department.
5. Developer must have completed the DL hands-on Blackboard training provided by DL personnel.
6. The developed course will be evaluated by the respective chairperson for content, and by the DL tech staff to insure that all links are working accordingly.
7. Payment will be made once the course is taught online and minimum enrollment has been met or offered as prorate upon approval of the respective department chair.

Developer/Instructor: _____

Distance Learning Director: _____

Dean of Arts and Humanities: _____