1. **First Cohort Meeting – Hybrid Course Development Workshop #1**
   Thursday, February 01, 2018 from 1:40pm-4:20pm (Stipend Amount - $75.00)

2. **Quality Matters Designing Your Blended Course Fully Online Workshop**
   Thursday, February 08 – Thursday, February 22, 2018 (Stipend Amount - $75.00)

3. **Second Cohort Meeting – Hybrid Course Development Workshop #2**
   Thursday, February 15, 2018 from 1:40pm-4:20pm (Stipend Amount - $75.00)

4. **Third Cohort Meeting – Hybrid Course Development Workshop #3 and Template Training**
   Thursday, March 01, 2018 from 1:40pm-4:20pm (Stipend Amount - $75.00)

5. **Turn in your Course Planning Worksheet for weeks 1 – 4 of the course**
   Friday, March 19, 2018 (Stipend Amount - $75.00)

6. **Moodle and Ed Tech Workshops**
   Before final population of course, complete three of the following CETL workshops:
   - Moodle Gradebook
   - Leveraging Multimedia in Your Course
   - Flip a Lecture (required if creating lecture capture videos)
   - Moodle Quiz Building

7. **Populate your Moodle shell for weeks 1 – 4 of the course**
   Monday, April 09, 2018 (Stipend Amount - $200.00)

8. **Instructional Designer Consultation – Mid-Program Check-in**
   Appointments starting the week of April 10 through April 13, 2018 (Stipend Amount - $75.00)

9. **Populate your Moodle shell for weeks 5 – 9 of the course**
   Friday, May 03, 2018 (Stipend Amount - $200.00)

10. **Fourth Cohort Meeting – Hybrid Course Development Workshop #4 (showcase your Moodle Shell)**
    Thursday, May 03, 2018 from 1:40pm-4:20pm (Stipend Amount - $75.00)

11. **Finalize and Populate your Moodle shell for weeks 10 – 16 of the course**
    - All materials to be completed, which includes syllabus, content, activities, and assessments. All multimedia content should also be submitted for captioning.
    
    **Final Due Date: Monday, June 4, 2018 (Stipend Amount - $275.00)**

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I have read and agree to all deadlines specified above. I understand that my stipend may be **REDUCED**, or I may be **DROPPED** from the program if I am unable to meet the Hybrid timeline for completion of my course.

Full Name: ___________________________________________________________

Department: __________________________________________________________

Employee ID (CIN): ____________________________________________________

Current teaching load this term (Number of units): _________________________

Work Schedule this term: _______________________________________________

Signature: _____________________________________________________________