

Course Development Agreement - Form A

Course Specifications

This section represents an in-principle agreement among the instructor, University, and Coursera.

Early planning is integral to designing and delivering a successful course that provides a high-quality learning experience for students and also accurately reflects the reputation of our partner institutions. To this end, we encourage you to explore the functionalities of our platform through the [Coursera Partners' Portal](#) and use it as a springboard to develop the vision for your course.

As part of this planning process, we ask that you please describe the scope of your course as well as the types of lectures and assessments you plan to offer. It may be hard to decide on course content months in advance of the start date, which is entirely understandable. With this in mind, you will be able to make changes to your course plans along the way, provided the course remains similar in substance and spirit to what you outline below.

Course Title

Course Description (100-200 words)

Instructor(s)

Course Length (in weeks; length should represent the entirety of the course from the student's perspective, including any final assessments that are administered after the final lecture video)

Hours per Week (estimated student time commitment, including watching videos and completing assessments; e.g. 3-5 hours)

Description of Course Content

How do you plan to deliver course content? If you plan on using lecture videos, what is the envisioned format - e.g. instructor talking directly into the camera; instructor facilitating a small-group discussion; guest lectures; PowerPoint slides with the instructor in a picture-in-picture frame; a mix of these? Will you be creating in-video quizzes? What resources, if any, will complement the course content - e.g. slides; freely available journal articles?

Do you plan to have guest presenters in your lecture videos? A guest presenter is someone who is acting as the instructor and is playing a central role in delivering lecture content.

Yes (please note that each guest presenter should sign a Form of Agreement for Guest Presenters)

No

Do you plan to have any other participants in your lecture videos? A participant is someone who is not playing a central role in delivering lecture content, but still appears in the lecture videos. Examples include teaching staff and students that make an appearance in lecture videos.

Yes (please note that each participant should sign a Form of Participation Release)

No

Will you be recording lecture videos specifically for the Coursera audience, or will you be repurposing existing content? If you plan to use recordings of on-campus classroom lectures or port over videos from another platform, please explain whether (and how) you intend to edit these videos so that they are suitable for Coursera students. If you are using existing videos, please provide sample links.

Do you plan to use any external software (e.g. integrations with external websites, social media and collaboration tools, etc.) in the class? If so, please describe the software and intended use.

Machine-graded Assessments

Machine-graded exercises and assessments are offered in most courses. These can comprise multiple choice questions (radio button, dropdown lists, checkbox) and short answer questions (checked against a numeric range, regular expression, or mathematical expression). Alternatively, structured output or programming assignments allow students to submit code or data that is checked against an instructor-provided grading routine.

Please enter the number (or a range) of machine-graded exercises and assessments you plan to use in your course:

Briefly describe the envisioned design of the machine-graded exercises and assessments. What will students be asked to do? For programming assignments, what programming language will be used, and how will they be graded? [\[Sample Description\]](#)

Do any of these assessments require running external code? If so, will the code be run client-side (by students), server-side, or both? Will you require Coursera server space? Additionally, please provide more details about the source of this code: is the code from commercial-grade software, or is it something you wrote, or is it student-generated, or a combination?

Peer-graded Assessments

Peer assessments are used for any assignment that cannot be machine-graded. Students grade each other's assignments according to a grading rubric that has been clearly defined by the instructor.

Please enter the number (or a range) of peer assessments you plan to use in your course:

Briefly describe the envisioned design of each peer assessment. What will students be asked to do? [[Sample Description](#)]

Description of Grading Policy

At the end of the course, students will see their final grade in percentage form, as determined based on the [grading policy](#). Your school may also choose to award a Coursera Statement of Accomplishment or Signature Track Verified Certificate to those students whose final grade meets or exceeds a certain threshold. These come in the form of a PDF document that signifies successful completion of the course.

Briefly explain how the final grade will be calculated for your course. What will students need to do in order to earn a Statement of Accomplishment or Verified Certificate (if applicable)? [[Sample Description](#)]

Instructor Responsibilities

Instructors and their teaching staff undertake the following responsibilities:

1. Content design:

- a. Designing, recording, and editing lectures into short, segmented videos.
- b. Creating rigorous, engaging assessments that allow students to test their learning and gain feedback.
- c. Uploading the video content, assessments, slides, and other accompanying materials onto the hosting platform.
- d. Preparing a specified amount of course material in advance of the course start date, as per our [quality assurance protocol](#). In particular, this includes:
 - i. The first week's worth of course content uploaded at least one month prior to the scheduled start date of the class;
 - ii. The first two weeks' worth of course content uploaded at least two weeks prior to the scheduled start date of the class.
 - iii. Notwithstanding the above, the requirements in subsections i. and ii. above will not apply to the University Courses beginning in the Fall of 2013 if the achievement of these requirements is not practical or not feasible.

2. Copyright clearance: Working with University copyright experts to ensure that the content (lectures and assessments) complies with University copyright guidelines.

3. Accessibility for students with disabilities: Ensuring that the content is reasonably accessible to users with disabilities, in compliance with [Coursera's policies](#). This involves implementing the following practices:

- a. Verbally explaining handwritten text or graphics in lecture videos;
- b. Uploading slides together with video;
- c. Reducing the amount of content on slides that is not accessible to screen readers (e.g., using text tables or formulas rather than ones created as images);
- d. Ensuring that all images used in assessments have a text alternative.

4. Course delivery: Monitoring the discussion forums during the first offering of the course in order to ensure that class-specific issues (e.g., concerning grading policies, lecture content, or assessments) are addressed.

5. Course reusability: Ensuring that the content can be easily reused in subsequent offerings of the course for which the instructor might not be involved. This includes:

- a. Avoiding references to particular dates in lecture videos (e.g., "The homework will be due next Monday, March 4" or "It's a beautiful summer day today");
- b. After the first offering of the course, systematically editing/removing references to dates and episodes that are specific to the first offering of the course (e.g., an announcement about correcting a typo on the final exam, or about extending due dates because of Hurricane Sandy), as well as references to activities for which instructor involvement is necessary (e.g., "We hope to see you at the next live Google+ Hangout").

Acknowledgment of Agreement

For the University Administrator: Signing indicates that the University has reviewed and accepted the Course Specifications and Instructor Responsibilities sections of the Course Development Agreement.

For the Instructor: Initialing indicates that the instructor has reviewed, understood, and acknowledged the Course Specifications and Instructor Responsibilities sections of the Course Development Agreement, to which the University and Coursera are Parties. You should be aware of the parameters for the design of the course and the responsibilities under the Course Development Agreement.

University Administrator Name

University Administrator Signature

Date

Instructor Name

Instructor Initials

Date

Coursera Representative Name

Coursera Representative Signature

Date