



UNIVERSITY OF MASSACHUSETTS BOSTON
100 Morrissey Boulevard ~ Boston, MA 02125-3393

Memorandum of Agreement and Approval and Payment for Distance Learning (DL) Course Development

Name of Course Developer: _____ **Course Number:** _____

Title of Course Developed: _____

Name of Department: _____

Payment Schedule and Deliverables

This form confirms that the course has met design and delivery standards. The Course Developer will be paid the agreed-upon stipend in the amount of \$_____.

Approval Signatures (*Must follow sequence as listed below.*)

(Once LDS confirms the course has met design and delivery standards, they sign and route the form to the Department Chair who works with the Dean's office to prepare an additional compensation payment form).

Course Developer: _____ Date: _____

Learning Design Services _____ Date: _____

Department Chair _____ Date: _____

Dean _____ Date: _____

Faculty Staff Union (if A. Departmental Model) _____ Date: _____

Provost _____ Date: _____