**Course: (Semester/Year)**

**DRAFT General Timeline for SME Deliverables**

Please see below for projected deadlines for SME deliverables. If you have questions or concerns about any of the deadlines or deliverables, please reach out and we can restructure to best accommodate you.

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| **Deliverables** | **Deadline** |
| **Kickoff Meeting:** | Enter Date |
| **Planning Documents**:* Module Titles
* Learning Objectives
* Syllabus with grading scale/points
* Instructor Welcome Bio, if needed
* Course Alignment Map (draft)
 | September 15, 2022 |
| **Instructional Materials**:* Rich text introductions
* Readings
* Any external videos, podcasts, etc.
* Optional Resources
 | September 30, 2022 |
| **Assessments:*** Written out directions and files for all assignments
* Rubrics to accompany assignments/discussions
 | October 14, 2022 |
| **Video Lectures*** SME to record lectures and have all submitted to Derek
* SME submits all lecture PPTs to ID using the approved PPT templates
 | October 28, 2022 |
| **Final Content*** Any remaining course deliverables
* Any live meetings to set up
 | November 11, 2022 |