

# Instructional Design Team for Hire Agreement

## Review of Internet and Hybrid Courses

This Agreement made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between \_\_\_\_\_ (Instructional Design Team Member) and Columbia State Community College ("Institution").

### THE INSTRUCTIONAL DESIGN TEAM MEMBER and the INSTITUTION AGREE THAT:

The Instructional Design Team member and the Institution intend this to be a contract for services provided by the Instructional Design Team member.

### 1. Description of the Work

The Work which is the subject of this Agreement includes assisting course developers with the development of Internet and Hybrid courses and reviewing the completed courses to assure that all Quality Matters standards are met by the course developer. The Instructional Design Team member is responsible for reviewing the course upon completion by the course developer, completing the Quality Matters check sheet and delivering it to the appropriate office.

Course: \_\_\_\_\_

### 2. Consideration

As this work is outside of the Instructional Design Team member's scope of employment with Institution, but is being performed at the request of the Institution pursuant to the terms of this Agreement, in consideration of and upon delivery and acceptance of the Work in accordance with the provisions of this Agreement, Institution shall pay Instructional Design Team member \$\_\_\_\_\_ for review of new courses developed, and \$\_\_\_\_\_ for assistance with the revision of current courses, which is the maximum amount of compensations that the Institution shall owe to the Instructional Design Team member pursuant to this Agreement.

### 3. Amendments

The written provisions contained in this Agreement constitute the sole and entire Agreement made between the Instructional Design Team member and the Institution concerning this Work, and any amendments to this Agreement shall not be valid unless made in writing and signed by both parties.

\_\_\_\_\_  
Instructional Design Team Member

#### Authorized Officers:

\_\_\_\_\_  
Dr. Margaret Smith  
Executive Vice President - Provost for Academic and Student Programs and Services

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Dr. Janet Smith  
President