INTRODUCTION:
The following are course development protocols for all Developers who place courses and classes into the My Learning Connection for publishing. Following them is important for consistency and accuracy in the catalog. Please follow these course development protocols for ALL entries or the course/class may be returned to you when reviewed which will slow down publication.

IMPORTANT! Always click on the SAVE button before exiting a screen.

COURSES:
1. Capitalization – Course Titles must be capitalized using Sentence Case. Do not use all caps.
   Example: Addressing Conflict Workshop

2. Font – The default font is Calibri 7 point. Use Calibri 7 point font for all course titles and descriptions. Do not bold or italicize.
   Example: Addressing Conflict Workshop

3. Course Naming – Be straightforward in what you call the course for brevity and clarity rather than being catchy, clever, cute, or creative. In other words, say what it is.
   Example: Addressing Conflict Workshop

4. Abbreviations – Do not abbreviate except for professional titles. Do not use symbols unless pertinent to the course title. Spell out the word ‘and’.
   Example: Dr. Smith’s Theory of Student Performance and Success

5. Course Credit – Must be the same for all classes (or meeting times) associated with the original course. Contact Hours (CH) are required for each course. See Class Contact Hours below for examples.

CLASSES:
1. Workflows – This is the approval process. It will be very important for you to choose the right one. We will provide greater detail later on these.

2. Class Name – Defaults to the Course Name. Do not delete this part of the Class Name, however, you may add to the Class Name immediately following. This connects the Course with the Class.
   Example: Addressing Conflict Workshop for Library Staff.

3. Class Content – Must be basically the same for ALL classes under a given Course Name.

4. Accommodations – Type “See FAQs”

5. Class Contact Hours – Contact Hours (CH) are required for each class and must match Course Contact Hours exactly.

   This is where the Meetings/Contact Hours MUST match the number of Course Credits. When creating a course, you must make a decision on how credit will be issued by the person facilitating.

   Example 1: Course meets one time and gives 3 hours credit. Class time is 2:00 p.m. – 5:00 p.m.
Course Credits = 3
Number of Classes = 1
Class Meetings = 1 Meeting for 3 hours
Class Contact Hours = 3

Example 2: Course is a series of Book Talks which has three meeting dates for a total of 3 hours credit.

You have a choice of setting up a Class with three meeting times that total 3 hours, checking attendance at each meeting and issuing the 3 hours credit at the end.
Course Credits = 3
Number of Classes = 1
Class Contact Hours = 3
Class Meetings = 3 Meetings for a total 3 hours

or

You may chose to set up a three Classes with each Class having 1 hour credit. In this case, the Course will be set up for 1 hour of credit and each Class will have 1 hour credit with credit issued after each Class.
Course Credit Hours = 3
Number of Classes = 3
Class Contact Hours = 1
Class Meetings = 1 Meeting for 1 hour each

6. Contact Name – Must be in Sentence Case. Do not use all caps. Do not bold or italicize.
   Example: Dr. Sarah Jones

7. Contact Email – Must be in Sentence Case. Do not use all caps. Do not bold or italicize. Use Departmental email if possible.
   Example: HRTraining@MissouriState.edu

8. Contact Phone – Area code plus the seven digit number. Parenthesis should be around the area code with no spaces between parenthesis and the next digit.
   Example: (417)836-5000

9. Internal Comments – Comments should be entered with the latest posting at the top of the textbox. Order should be Date (MM/DD/YY) first, detailed information, then poster’s initials in lower case letters.
   Example: 11/23/10 Course returned due to missing information. Please complete the Class Description using Protocols/Data Standards and resubmit for publishing. ko

10. Class Notes – Instructor information and/or hyperlinks may be added in Class Notes section.

11. Location – Use the provided Building Abbreviation in ALL CAPS followed by the room number.
    Example:
    PLSU 313
    LIBR 204
12. Registration Tab – Registration Ends Automatically – Defaults to “Yes” which means registration will end at the time the first class meeting begins on the day of the class. If you chose “No”, you MUST complete the Registration Ends field or the class will remain in the Course Catalog forever.

13. Review/Workflows – This is the approval process. It will be very important for you to choose the Workflow assigned to you. When the course is sent to your Reviewer through Workflow, please email them with this consistent subject line: *My Learning Connection (Course Name) Pending Approval*. 