ACT@PSU Project Plan

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| --- | --- |
| **Project Type:** | Adaption |
| **Link to Pressbook or other Delivery Platform:** |  |
| **Course Goals:** |  |
| **Course Objectives:** | |
| **Proposal Plan:** | |

**ACT@PSU Resources:**

* Adaption Project Timeline (page 4)
* Canvas Course Space
* ACT 2019 Faculty Box Folders
* Slack Channel – ACT@PSU Round 2
* [Accessibility Checklist](https://docs.google.com/document/d/1lJcRwDrqRrea4HgnDdv8vnwiPt2q4W-Kgf_qbQXaCTM/edit?usp=sharing)

**To Do:**

* Upload your most recent course Syllabus to your Faculty Box Folder
* List your course objectives above
* Ensure the proposal plan listed above is accurate. Make adjustments as needed.
* Work on your Project Resource Guide (page 2). You can work with an ID/production specialist to create a template that works for your project.
* Work on your MOU Planning Guide (page 3)

# Project Resource Guide

Use the chart below to organize the resources, licensing, etc., that you will be using for your project. Feel free to modify the chart into something that works for you. The production specialists can work with you on organizing your resources for your project. Please make sure you include any links to content that has already been created.

**Where to locate OER resources**:

* [Oasis](https://oasis.geneseo.edu/), [Advanced Google Search](https://www.google.com/advanced_image_search) (filter by usage rights), [Merlot](https://www.merlot.org/merlot/index.htm), [OER Commons](https://www.oercommons.org/), or other (if other, indicate where you found the resource)
* Go to <http://oer.psu.edu/> and under “how to” select “find” for an extensive list of places to locate OER.

Adaption:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning Outcome** | **Resource Title/link (current location)** | **Author/ Publisher** | **Where would you like this to be published?** | **Media Format** | **License type** | **Notes** | **Accessibility ?s** |
| Example:  LO #1, 2, | [*Principles of Macroeconomics*](https://openstax.org/details/principles-macroeconomics) | OpenStax | Pressbooks | Html, pdf, epub, | CC BY | Add self-check questions at end of chapter using H5P. | Are images accessible? |
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# MOU Planning Guide

These questions will help you complete your Memorandum of Understanding (MOU). If you have questions about what is expected, please email (name and email of contact).

1. Describe your specific deliverable items below. Try to include dates (the timeline is included on page 4 for your reference).
2. Licensing: Which license will you use for your content?
   1. Types of CC licenses: <https://creativecommons.org/licenses/>
   2. How to choose: <https://creativecommons.org/choose/>

# Adaption Timeline

**January 4:** ACT@PSU kick off- **Milestone 1**

**January 7-23:** Work on your course outline, start using tools, continue work on your specific project timelines, identify support needs.

**January 24 and 25:** Support team will reach out to schedule check-in meeting for these dates.

**January 28**: During this week you will continue working on your content outline.

**February 4:** Course content outline finalized- **Milestone 2**

**February 18:**  Work with your team on content.

**March 1:** Submit draft of resource to your support team; this will vary by project- **Milestone 3**

**March 22:** All content delivered to team - **Milestone 4**, **Payment 1**

**April 2:** Finalize all media requests. This begins at kick-off and continues throughout project development.

**April 12**: Course finished/Complete review-**Milestone 5**, **Payment 2**

~~ Discussion of implementation/navigation of the resource

**April 26:** Class begins- **Milestone 6**- about 3-4 weeks after the course start date - **Payment 3**