

PLEASE HELP US HELP YOU! Complete the following information to help us route your lessons and payroll efficiently.

Name:

Social Security Number:

Home Address:

Home Telephone Number:

Office Address:

Office Telephone Number:

Please send lessons to: ___ Home ___ Office

Please send checks to: ___ Home ___ Office

Retirement system: ___ STRS ___ PERS

Note: If you are already part of one of the Ohio public employee retirement systems, please indicate which one. Otherwise, Ohio University covers you under STRS (State Teachers Retirement System).

**OHIO UNIVERSITY
INDEPENDENT AND DISTANCE LEARNING PROGRAMS
MEMORANDUM OF AGREEMENT**

This agreement is made between (Hereinafter called the "Author") and Independent and Distance Learning Programs ("IDL"), Ohio University, for the following described work:

Revision of the study guide and alternate forms of examinations (as appropriate) for

APPROVAL

The Author agrees to obtain written approval of the project from the department chairperson. That approval is to be indicated by the department chairperson's signature at the bottom of this contract.

**AUTHOR'S
FEE**

IDL agrees to pay the Author the sum of \$____.00 in exchange for the above described work. **The fee will be paid in two installments: 80 percent to be paid upon delivery of the complete manuscript, and the remaining 20 percent to be paid upon return of the proof copy with appropriate corrections and changes.**

**DELIVERY OF
THE WORK**

The author agrees to deliver the completed manuscript by the date of _____. A postponement of the date of delivery in excess of 30 days should have the express written approval of a representative of IDLP.

COPYRIGHT

The Author agrees that the copyright and all rights pertaining to the copyright for materials developed for an IDL course shall be held by Ohio University. As such, IDLP assumes the right and responsibility for editing, reproducing, revising, and adapting the materials for use in IDLP.

Upon request, the Author shall be entitled to a royalty-free license for the purpose of incorporating all or a portion of the developed materials in some other work that the Author may create, but a license may be denied if it is determined by Ohio University that the "other work" is so substantially like the developed materials that it constitutes merely a reprint or revision.

REVISIONS

The Author agrees to revise and update the above described work at the request of IDLP for a percentage of the above mentioned fee to be determined by the percentage of revision and by fees prevailing at the time of the revision.

The Author further agrees that if he/she cannot make the revision at the request of IDLP, the Program will be free to make other arrangements.

Should the Author become disassociated from teaching the IDL course, IDLP retains the right to continue using these materials, revising or adapting them as the Program and the new instructor deem appropriate.

ADDITIONAL PROVISIONS

The Author agrees to write the instructional materials in accordance with the guidelines printed in the course authors' manual.

The Author agrees to submit the outline, introduction, and first lesson to IDLP for review and approval by the instructional materials staff prior to writing the remainder of the course.

The Author agrees to meet with the instructional materials staff of IDLP for an orientation meeting (if new to the program) and again upon completion of the outline, introduction, and first lesson. After the entire course has been submitted and edited by the IDLP staff, the Author agrees to proofread the course materials before they are printed.

TEACHING

The Author agrees to assume the teaching load of this course via correspondence study. Should the Author decline to assume this load, IDLP reserves the right to cancel this contract and payment. Should the Author be unable to teach the course due to departure from the University, he/she will assist IDLP in locating a new instructor for the course in order to be eligible for payment.

(Author's Signature)

(Soc. Sec. No.)

This agreement has been signed on

(Date)

Ohio University Independent and Distance Learning Programs

By: _____

Date: _____

Department Chairperson's Approval: I approve the above-named Author for the work indicated and for teaching this course via correspondence study.

(Signature)

(Date)