Working with your Instructional Designer

Tips to Maximize your Time and Relationship with your Instructional Designer

1. Before your first meeting, send a syllabus of the existing face-to-face version of the course if you have previously taught the course.
2. Discuss your role and the role of the Instructional Designer in this specific course.
3. Know what you want/need help with, for example: learning objectives, creating content, organizing content, utilizing multimedia, transitioning your class from face-to-face to ICON, creating practice activities, and more.
4. Review course objectives and learning outcomes, and describe to the Instructional Designer your expectations and goals for an online version of the course.
5. Create an exacting work plan with your Instructional Designer. You can review the necessary elements for that plan by examining the provisions in our development agreement.
6. Meet regularly to tackle small pieces rather than big chunks.
7. Stay on schedule and have reasonable expectations of yourself and the Instructional Designer.
8. Don’t get discouraged: Know your limits & ask for help when you need it.