



K-12 Online Facilitator Agreement

The term of this agreement is for one year.

Purpose:

This agreement covers the responsibilities and rights of K-12 Facilitators of the Online K-12 Applying the QM Secondary Rubric Workshop (K-12 APP). The K-12 APP is an important first step in implementing Quality Matters. Participants in the K-12 APP get an overview of the Quality Matters Program and all elements of the K-12 Secondary Rubric and its use in evaluating online and blended courses. This course discusses the underlying rationale for each standard and provides some hands on experience. The K-12 APP workshop is also the prerequisite workshop for the K-12 Reviewer Course (K-12 RC).

The K-12 Online Facilitator Certification Course: Facilitator rights and responsibilities

In the K-12 Online Facilitator Certification course, you will learn how to facilitate the Online K-12 APP workshop including preparation, navigation, management and assessment. Upon successful completion of the K-12 Online Facilitator Certification course, with a current K-12 APP training license held by your K-12 organization or consortium, you can offer this workshop as an Independent Facilitator for your organization or consortium using the QM-hosted APP course site in QM's Moodle LMS. Please note that the successful completion of this certification course makes you eligible to serve as a K-12 APP facilitator, but does not convey the right to do so. This right is held by the organization that holds the training license.

The materials in the K-12 Online Facilitator Certification course are proprietary to MarylandOnline, Inc. (MarylandOnline) and contain information that is treated as confidential by MarylandOnline. For the purposes of the workshop in which you participate, and only on behalf of your organization or consortium which must be a QM subscriber with the appropriate non-exclusive and non-transferable license and K-12 training license, MarylandOnline grants you access and use of the workshop version of the Quality Matters K-12 Secondary Rubric and other workshop materials. As an Independent Facilitator for your organization or consortium, you are expressly prohibited from copying, duplicating, or distributing the Quality Matters workshop materials without written permission from MarylandOnline (this includes posting the Syllabus online).

Signing this agreement indicates your acceptance and understanding of the following requirements:

1. Use the Quality Matters-provided K-12 APP course site and content to facilitate training using the QM-hosted Moodle learning management system.
2. Request a needed K-12 APP workshop session through QM with at least a 10 working days of notice (14 days total).
3. Actively engage with participants by meeting all of the facilitator expectations and responsibilities posted in the K-12 APP Workshop in Module 9.
4. Pay a \$25.00 technology fee per enrolled participant (each participant's QM Coordinator will be billed).
5. Meet any institutionally specific objectives outside of the QM-hosted Moodle workshop course site.
6. Deliver the QM-hosted Moodle course in its entirety with no modifications. Supplemental information specific to an organization can be made using the organization's technology.
7. Conduct the workshop over a 3-week period; permission from QM must be obtained to extend this timeframe.

8. Cap the Online version at 20 participants per session. Multiple sessions must be requested to accommodate more than 20 participants. Minimum number of participants per session is 6.

In addition, you must meet the following requirements to continue your eligibility to serve as a K-12 Online Facilitator:

1. Facilitator for the K-12 APP course will be a K-12 QM Certified Online Facilitator.
2. Must indicate successful course completers on QM session rosters upon completion of workshop (within 7 days of conclusion) to enable participants' eligibility to take the QM K-12 Reviewer Course.
3. K-12 Certified Online Facilitators must comply with new or revised QM parameters as needed, including any facilitator re-certifications and course updates as required.

Copies of the current Quality Matters K-12 Secondary Rubric Workbook are available and may be purchased by subscribers from Quality Matters. This workbook may not be copied, downloaded, or otherwise distributed to workshop participants except through purchase from Quality Matters.

Quality Matters reserves the right to review in-progress and concluded sessions for the purposes of quality assurance and may deny recognition of participant completion if the facilitator does not meet the delivery standards identified in the K-12 Online Facilitator Certification training and available in the K-12 APP Workshop.

Quality Matters reserves the right to periodically update this agreement. A current agreement will be added to each Independent APPQMR. Facilitators are expected to abide by the terms in the most current agreement.

The QM Rubric is administered by QM under exclusive license from Maryland Online, Inc. ("MOL"). All previous Quality Matters Rubric releases, starting with the 2006-2007 versions, are copyright-protected.

By accessing the K-12 Online Facilitator Certification course materials and participating in the workshop activities, you accept these terms.

Facilitator Signature: _____ Date: _____

Print Name: _____

Affiliate QM Coordinator Signature: _____ Date: _____

Print Name: _____

Consortium QM Coordinator Signature: _____ Date: _____

Print Name: _____

Consortium Name: _____

Please FAX your signed agreement to 301-560-6683 to the attention of Mary Ann Zellman, QM's K-12 Program Coordinator, within 3 days of the start of the course.