



CNMI PUBLIC SCHOOL SYSTEM

ETEACHER MEMORANDUM OF AGREEMENT

eTeacher:
Employee ID #:
Email Address:
Online Course:
Term(s): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

By signing this Memorandum of Agreement (MOA) you confirm your intent to develop and deliver an online course and your understanding of the terms, conditions and obligations under the Distance Education (DE) Program.

Please **initial each item** in the space provided, then **sign and date at the end** of the MOA.

_____ I understand and agree that the Office of Student and Support Services (SSS) must approve my online course development, syllabus and course content for students to enroll in the online course I develop and deliver. The content I develop and course I deliver become the property of PSS.

_____ I understand and agree that all student email communications will be to my PSS/CourseSites/Blackboard Learn teacher email account and, because some communications are time-sensitive, I will check my PSS/teacher email account everyday and respond to emails no later than 48 hours.

_____ I understand and agree that I must log into Coursesites/Blackboard Learn at least 5 days of the week and monitor my student's progress. I will notify the student, parent, counselor, and/or school administrator if a student is found not to be logging in at least 3 times per week or turning assignments by the due date.

_____ I understand I must keep communication lines open by offering at least 6 face-to-face hours of Office Hours scheduled at reasonable times during the week.

_____ I understand and agree I must communicate with students on their progress, in addition to being present at the eTeacher student/parent orientation, progress/report card days, proctored midterm and proctored final exam.

_____ I understand and agree I must update assignment, assessment, midterm and final exam grades no later than 1 week after they are proctored on Coursesites/Blackboard Learn. Google Drive will also be updated for mid-progress and quarter grades on the due dates given by the DE Coordinator.

_____ I understand and agree I must submit an eTeacher course summary and evaluation report to SSS by the end of the semester.

_____ I have read each item in this MOA and understand and agree to the terms, conditions and payment obligations under the DE Program.

Signature

Date

Please retain a copy for your records. Return the original signed copy to the PSS Office of Student Support and Services.