



THE OHIO STATE UNIVERSITY

Master of Learning Technologies Practicum

Memorandum of Understanding (MOU) for Practicum Project

All parties must approve and sign this document before the student begins project design and/or development. A copy of this document should be retained by all parties for future reference.
The student should submit the signed form to Carmen.

Student Contact Information

Name: Kimberly Burton
Email: burton.90@osu.edu

Semester and Year of Practicum: SU21
Phone: 614-975-8668

Practicum Site and Client Contact Information

Name of Client: OMEGA / Kevin Buettner
Email: kevinb@omegadistrict.org

Job Title: Transportation Director
Phone: (740) 439-4471 ext. 207

Practicum Site Name and Address: OMEGA, 326 Highland Ave, Suite B, Cambridge, OH 43725

Practicum Supervisor Contact Information

Supervisor Name: Dr. Rick Voithofer
Email: voithofer.2@osu.edu

Title: Associate Professor
Phone: 614-247-7945

Practicum 2nd Reader Contact Information

Name: Dr. Tracey Stuckey-Mickell
Email: stuckey.113@osu.edu

Title: Senior Lecturer
Phone: 614-292-6569

Project Title:

Introduction to Rural Planning Organizations E-Learning Module

Names and Signatures of Approval:

KB

Kimberly Burton

KB

Kevin Buettner

Rick Voithofer

Dr. Rick Voithofer

Dr. Tracey Stuckey-Mickell

Practicum Objectives

By the end of this course, students should successfully be able to:

- analyze educational problems.
- evaluate current educational issues.
- create a learning portfolio that includes a potential solution for the issues/problems identified.
- effectively present a solution, work schedule, and deliverables for a learning problem.

Project Timetable

Project development will begin on:
06/14/2021

Finished Project will be delivered on:
07/30/2021

Tentative Timetable for Deliverables:

Week 6: 06/14/2021-06/20/2021:
Writing and Signing of MOU

Week 10: 07/12/2021-07/18/2021:
Interim Deliverables to Client

Week 11: 07/19/2021-07/25/2021:
Prepare for Presentation to Client

Week 12: 07/26/2021-07/30/2021:
Present to Client and Turnover

Week 12: 07/26/2021-07/30/2021:
Presentation to Advisor and 2nd Reader

Terms for Renegotiation:

Any and all terms in this Memorandum of Understanding may be renegotiated by mutual documented consent of all parties.

Description of agreed upon expectations and deadlines from all parties involved:

Client Expectations:

Work Packages 1-6

- *Send information to Consultant by 6/14/21 (brochure, RTPPO workplan, etc.) (regionalcouncils.org)*
- *Confirm testers, by 6/18/21*
- *Sign MOU, 6/18/21*

Work Package 7/ Delivery Cycle 1: ID Plan, Dgn Templates, Content Outline

- *Review module topic outline, 6/25/21*

Work Package 8/ Delivery Cycle 2: Graphics, Content, Draft PPT Slides

- *Review draft PPT slides with module content, 7/2/21*

Work Package 9/ Delivery Cycle 3: Storyline Development & Testing

- *Review of draft e-learning module in ReviewLink, 7/16/21*
- *Assist with performing stakeholder testing during week of 7/19/21*
- *Assist with scheduling stakeholder review meeting, 7/9/21*
- *Participate in stakeholder review meeting, week of 7/19/21*

Work Page 10-11/Present to Client and Turnover

- *Attend client presentation (invite others as needed), week of 7/26/21*
- *Final client reviews, 7/30/21 (flexible)*
- *Publish module to website, 7/30/21 (flexible)*

Consultant Expectations:

Work Packages 1-6

- *Draft and send MOU, 6/11/21*

Work Package 7/ Delivery Cycle 1: ID Plan, Dgn Templates, Content Outline

- *Develop templates, week of 6/14/21*
- *Draft topic outline, week of 6/21/21*

Work Package 8/ Delivery Cycle 2: Graphics, Content, Draft PPT Slides

- *Develop draft PPT slides with module content, 6/30/21*

Work Package 9/ Delivery Cycle 3: Storyline Development & Testing

- *Develop draft e-learning module, 7/15/21*
- *Initiate stakeholder testing during week of 7/19/21*
- *Schedule stakeholder review meeting, 7/9/21*
- *Facilitate stakeholder review meeting, week of 7/19/21*

Work Page 10-11/Present to Client and Turnover

- *Give client presentation, week of 7/26/21*
- *Final updates, 7/30/21 (flexible)*

Description of Special Renegotiations (if any):

N/A