

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) establishes an agreement between the following parties:

("Member Institution"),

and **eCampusOntario**, registered as the Ontario Online Learning Consortium (OOLC), a provincially-funded non-profit organization that leads a consortium of the Ontario's publicly-funded colleges.

Together, the above parties enter into this MOU for the purpose of the Support for Recent Graduates Program in Ontario Exchange (OEX), where project funding will end on February 27, 2023. The purpose of the Support for Recent Graduates program is to provide Recent Graduates (defined as those who have graduated within 24 months of date of application to the program) with the opportunity to build their portfolios and develop client networks as they start their career journeys.

It is the express wish of the parties hereto that this MOU and any related documents be drawn up and executed in English. Les parties conviennent que la présente convention et tous les documents s'y rattachant soient rédigés et signés en anglais.

Context and Purpose

Ontario Exchange (OEX) matches postsecondary institutions with individuals providing virtual learning and content creation services, such as instructional designers, multimedia/virtual reality developers, learning management software (LMS) integrators, writers and more. As an added feature, this year, we've dedicated a portion of our funding to support Recent Graduates for a short-term post-graduate placement. The work done in this placement should relate to the roles and services referred to in the Ontario Exchange Definitions of Virtual Learning Services' document, see Appendix A. There are two (2) ways to access our recent graduate funding:

- Hire a Recent Graduate for an upcoming virtual learning project
- Use OEX funding to supplement an existing virtual learning project for which a Recent Graduate is already on staff

Payment Processing

The Member Institution agrees to one of the payment options outlined below. The maximum amount allocated per Member Institution is \$30,000 (CAD), inclusive of all fees and a maximum of one (1) Recent Graduate can be funded per Member Institution. Proof of the Recent Graduate's completed degree or certificate (i.e., diploma or transcript) must be provided upon submission of the MOU.

Option 1 (preferred): eCampusOntario will reimburse the Member Institution on a monthly basis following approval of the monthly report (see monthly payment schedule below). The Member Institution will submit monthly reports including, but not limited to:

- The name of the Recent Graduate hired
- Roles and responsibilities of the Recent Graduate hired
- Number of hours they have worked
- Tracking of hired Recent Graduate's work

Processing fees for reimbursements, if required by the Member Institution, will be included in the total amount allocated to the Member Institution.

Option 2: If the Member Institution cannot agree to reimbursements (i.e., if the Member Institution does not have funding available to pay the Recent Graduate in advance of receipt of the funding), The Member Institution is required to submit monthly reports (as described above) and invoices, see Appendix B for a list of what should be included in invoices.

- Please note that this option will result in a delay in payment to the Recent Graduate. Payments will be processed on a monthly basis and will only be released after approval of a monthly report within the deadlines listed in the monthly payment schedule below.

Monthly Reporting and Payment Schedule

eCampusOntario's schedule of payment will be on a monthly basis. Payments will only be released after approval of a monthly report by eCampusOntario within the deadlines listed below. The monthly reporting period is the last five (5) business days of each month, until the first three (3) business days of the following month. Payments for monthly reports submitted after the listed deadlines will not be processed until the following month's payment period.

Payment period month	Monthly reporting opens	Deadline for monthly report
September 2022	September 26, 2022	October 5, 2022
October 2022	October 25, 2022	November 3, 2022
November 2022	November 24, 2022	December 5, 2022
December 2022	December 23, 2022	January 5, 2023
January 2023	January 25, 2023	February 3, 2023
February 2023	February 22, 2023	March 3, 2023

Terms of the Agreement

This MOU will take effect on the date of last signing and remains in effect until March 31, 2023. **All Recent Graduate work must be completed by February 27, 2023.**

In the event that you require additional funds to complete your project, please note that eCampusOntario may only approve an increase of up to 5% of the amount estimated in your project application, subject to eCampusOntario approval. Please notify eCampusOntario if additional funds are required by November 15, 2022.

The amount listed in your project application was _____ .

This MOU may be terminated upon written consent of both parties at any time with 30 days' notice.

Authorization

_____ Date: _____

(Member Institution signature - must have authority to bind the institution)

(Member Institution signatory name, job title)

_____ Date: _____

(eCampusOntario authorized signature)

(eCampusOntario representative name, job title)

Appendix A

Ontario Exchange Definitions of Virtual Learning Services

Note: The definitions below are specifically for use with Ontario Exchange (OEX) and may not align to the roles and services as defined by virtual learning content suppliers or member institutions. This document uses the terms virtual, online, and digital learning interchangeably, but further information can be found [in this report](#) from the Canadian Digital Learning Research Association (CDLRA).

Instructional Designers and Course Designers help determine the needs and goals of learners, set strategies for teaching and learning complex concepts in a fully online or blended context, and translate these needs into engaging course materials using course authoring tools. They can also design assessment and evaluation strategies, to ensure that learners are meeting their goals effectively. Instructional designers are on the forefront of virtual learning innovation, developing new approaches for online learning such as interactive activities, gamified learning, or micro-learning.

While course or curriculum development are at the cores of their services, Instructional Designers have a great deal of responsibilities that support online learning development, such as ensuring accessibility and copyright compliance, or leading look and feel of course materials. These specialized roles are further broken out below for OEX uses:

- **Instructional Designers** author course materials, set strategies for online or blended learning contexts, and design assessment and evaluation strategies.
- **Content Editors** work with clients to refresh and uplift existing courseware, for example updating the branding or content of a course.
- **Copy Editing** is an important part of both creating net new content and refreshing existing online courses.
- **Project Management** is often overlooked, but essential to coordinating the many moving parts in a virtual learning project: for example, between client-side subject matter experts (SMEs) to media development and course design on the supplier-side.
- **User Testing and Evaluation** can be conducted to ensure that course materials are intuitive and meeting their learning goals.
- **Web Accessibility Support** specialists audit ensure compliance with accessibility standards and provide strategies and recommendations for improving accessibility in courseware.
- **Open Education Support** specialists ensure creative commons or other open copyright and licensing practices are deployed to maximize the reuse, remixing, and redistribution of Open Educational Resources (OERs). OERs can be textbooks, videos, test banks, modules, podcasts and more. Support can be requested to adapt existing courseware to be OERs.

- **Media/LMS Integration** specialists can help customize Learning Management Systems (LMS), integrate or update courseware for an LMS, train staff in LMS maintenance.

Multimedia Development and media design is closely related to instructional design services, and many online learning suppliers provide both. Advanced multimedia design is key to creating immersion for the learner, using illustrations, videos, motion graphics and animation, 3D modelling, photography, and sound design to enhance course content. The constant evolution of digital technologies also means that possibilities for multimedia design are expanding: virtual or augmented reality, advanced photogrammetry, and experimentation with game engines are a few examples of how multimedia design is creating new ways to reach and immerse learners.

- **Multimedia Development**, for the purposes of OEX, will include:
 - Advanced custom course authoring
 - Video production, motion graphics, and animation
 - Sound design
 - Photography
 - Custom coding or advanced web development
- **Graphic Design** helps support overall organizational branding beyond individual illustrations or courses, for example supporting the creation of style guides or course templates.
- **Virtual and Augmented Reality (VR/AR)** is increasingly being employed and integrated within online learning in innovative ways.

Appendix B

Invoice Details for Support for Recent Graduates

Invoices should contain the following:

- Name of Member Institution or Qualified Service Provider
- Name of Recent Graduate
- High level overview of work done by Recent Graduate for that month
- Number of hours worked by Recent Graduate
- Hourly rate for Recent Graduate
- Total of invoice