

Letter of Agreement

University-Sponsored Educational Materials

This Agreement is entered into between the University of Houston through its Department of Educational Technology and University Outreach: Continuing Education (“University”) and _____ (“Instructor”) for the purpose of defining the services being offered to University.

1. **SPONSORED PROJECT SCOPE AND DEFINITION:** Instructor, under the direction of the Program Director of the Department of Educational Technology and University Outreach: Continuing Education (the “Department”) or his/her designee will perform the following project:

This project (the “Project”) may include, but is not limited to, the production of educational materials as follows: written materials, study guides, tests, syllabi, bibliographies and texts; video and audio recordings; films, filmstrips, charts, transparencies, and other visual aids; programmed instructional materials; computer programs; or such other materials as specified:

2. **OWNERSHIP; COPYRIGHT:** Instructor is expressly commissioned to develop educational materials as specified in Section 1, above. Parties agree that all material so developed are works for hire and that University owns all materials produced, including their copyrights and rights to revise, reedit, and issue subsequent editions of the materials. Instructor must obtain written permission in advance from University to use, reproduce, or distribute materials developed under this agreement in any context outside University and Department.
3. **APPROVAL AND ACCEPTANCE:** Materials developed under this Project must be approved and accepted by the Program Director of Department or his/her designee before payment will be made to Instructor.
4. **TERMS AND CONDITIONS:**
 - a. It is further agreed that Project which is the subject of this agreement will begin _____ and will end no later than _____.
 - b. The fee paid to Instructor for the services described herein will be _____ but totaling no more than _____ for the entire Project as described above.

- c. Upon the Program Director's acceptance and approval of each component of a Project comprising multiple parts, payments may be authorized for the timely completion and submission of discreet portions of the total Project, according to the following schedule:

Component Description	Due Date	Amount Payable
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- d. It is understood that Project timeline may be shortened or extended and/or terms for fees may be modified only when such changes are negotiated and agreed upon in writing by University and Instructor.

Agreed to by the Parties:

UNIVERSITY OF HOUSTON

INSTRUCTOR

Signature _____ Date _____
Name: _____
Title: _____

Signature _____ Date _____
Name: _____
Title: _____

Signature _____ Date _____
Name: _____
Title: _____

Business: _____
Address: _____

Dept. Address: _____

Attn: _____

Note: Modification of this Form requires approval of OGC