

Online Course Checklist

Course Number and Title: _____

Course Instructor : _____

Date Submitted: _____

Anticipated Date of Course Launch: _____

Course Introduction

- ___ Instructor Information: e-mail, work phone, office location, office hours, and link to department website. You could also include text/video introduction, background, research interests, publications, or photo .
- ___ Welcome message to Course
- ___ Course Overview
- ___ Learning Outcomes of course
- ___ Introductory activity to orient students to course tools (discussion board, e.g. students introducing themselves, assignment upload, etc.)
- ___ Netiquette - Appropriate discussion and chat behavior is addressed and guidelines are established and described.
- ___ Tech Support contact info

Notes

Course Calendar

(To be done by instructor after course is on the production server)

- ___ Course beginning/end dates
- ___ List of Assignments and Activities
- ___ Assignment deadlines (date and time)
- ___ Exams
- ___ Add a link to the University Calendar with deadlines at <http://calendar.wvu.edu/> (drop/add day, withdrawal dates, etc.)

Syllabus

- ___ Course Number/Name
- ___ Course Format (lecture, lab, on-line)
- ___ Credit Hours
- ___ Instructor and his/her contact information (telephone and email)
- ___ Course Description included
- ___ Course Objectives listed
- ___ Course Prerequisites listed
- ___ Text and Required Materials (include title, author, publisher, date, cost, & ISBN).
- ___ Supplemental materials listed (include descriptions of how they may be obtained)
- ___ Grading [List of all graded activities (tests, assignments discussions, portfolios,

participation, etc.)

- ___ Expanded description or instructions for each graded activity. (Include rubrics).
- ___ Grading Policy
- ___ Grading Scale (Letter/Percentage/Points).
- ___ Academic Dishonesty (Paragraph included)
- ___ Social Justice (Paragraph included)
- ___ Course Schedule (Outline of topics/assignments by day/week). Note: Using week number, day and time instead of date reduces the need to modify each semester e.g. Assignment Five is due on Friday of week 5 no later than 11:55 p.m.

Notes

Units of Study

(Learning Modules/Lessons/Chapters/etc.)

- ___ Introduction or a brief overview (e.g. In this unit you will learn...)
- ___ Measureable objectives (e.g. Upon conclusion of this unit you will be able to: ...)
- ___ List of learning activities (e.g. Learning Module content, textbook reading, discussion posting, assignments, and assessments, etc.)
- ___ Instructor's narrative or commentary for each Learning Module. Length: 3-10 double spaced pages.
- ___ Graphics, images, graphs, charts, audio, video, and other media when appropriate (Be sure to observe copyright laws).
- ___ Material presented in a variety of ways (Address Accessibility and Universal Design for Learning).
- ___ Key Points for each Learning Module.
- ___ Learning Module conclusion. (What should the students do next? How does the content of the Learning Module pertain to society, laws, life in general, etc.)

Interaction and Engagement

(Student-Student, Student-Instructor, and Student-Content)

- ___ Clear instructions on student and instructor participation.
- ___ Details about whether discussions and chats will be moderated.
- ___ Specify how many posts are required.
- ___ Due dates.
- ___ General Discussion Area ("student lounge") where the instructor provides regular updates to students on course changes. (Announcements Tool may also be used).
- ___ Let the students know if live chat sessions are used for office hours or small group work.
- ___ Provide opportunities for students to interact directly with the content.
- ___ Provide opportunities for collaborative learning.

Assignments

- ___ Assignment titles
- ___ Detailed descriptions / clear instructions
- ___ Due dates
- ___ Clarify how feedback will be provided.

Assessments

- ___ Tests (multiple choice, essay, etc.)
- ___ Assessment is spread out over a variety of methods (multiple choice, short answer, essay) , reflective journals, projects etc.
- ___ Clear instructions
- ___ Security issues are taken into consideration when necessary (timed exams, random question exams, etc.)
- ___ Feedback is provided

Notes

Additional Resources

- ___ Links to other online resources
- ___ Links to books, periodicals, people, organizations
- ___ Research assistance links
- ___ Library links
- ___ Glossary - a list of specialized terms with definitions

Course Summary

- ___ Course Summary. (Did the course meet the objectives that were stated in the Learning Modules?)

Department Chair _____

Date _____