

Recommended Elements of Online Courses

Course Design	Recommended Elements	Yes	No	N/A	Notes
Syllabus	Complete course title and number				
	Course description				
	Course prerequisite				
	Course objectives				
	Course textbooks/readings				
	Online participation expectation				
	Course requirements				
	Policy on late assignments				
	Feedback schedule				
	Course grading criteria				
	Policy on plagiarism or cheating				
Learning Objectives	Objectives are clear, specific, and measurable. (Bloom's Taxonomy)				
	Objectives are clearly revealed as part of each learning module.				
Course Content	Objectives are aligned with weekly course readings.				
	Weekly content is written and/or assembled by the instructor				
	Content is clearly written and error-free				
Interactions and Collaborations	Discussion topics are aligned with objectives				
	Syllabus and corresponding weekly instructions clearly state expectations defining the minimal level of student participation in individual and team/group projects/assignments/activities.				
	Syllabus and corresponding weekly instructions clearly state grading criteria for student participation in team/group projects/assignments/activities.				
	Appropriate tool have been selected and integrated <ul style="list-style-type: none"> • Discussion area (public/private) • Small group discussions area • Chat room • Email 				

Learning assessments	Grade book is set up				
	Due date/time for each assignment and quiz/test is set up				
	Grading is aligned with course syllabus and weekly instructions				
	Clear instructions for each assignment are provided				
	Assignments provide students opportunities to practice and apply concepts and skills in realistic and relevant ways				
	Assignments are appropriate for credit hours and level of course				
	Assignment objectives are consistent with learning objectives in syllabus				
Learner Support	Include get-started document				
	Instructor introduction				
	Include library resources				
	Include directions for tools required for viewing course content (realplayer, acrobat reader, etc.)				
Technology components	Appropriate media have been chosen for the course content presentation, e.g. text, graphics, audio, video				
	Adheres to ADLC Technical Restrictions: 1. All video clips were submitted to course developers for formatting and placement on the helix server 2. Stylesheets in WebCT are not altered 3. Course is under 50meg in size 4. No animated icons 5. No hard coded links 6. Both the mail and discussion tools are in the course				