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

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**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.)

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**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,
### Units of Study (Learning Modules/Lessons/Chapters/etc.)

- Introduction or a brief overview (e.g., In this unit you will learn…)
- Measurable 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

### 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 ________________