

## 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

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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,

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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

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## 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.)

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## 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.

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## Assignments

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

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## 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

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## 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

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## Course Summary

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

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Department Chair \_\_\_\_\_

Date \_\_\_\_\_