

Philosophy eLearning Course Checklist

This checklist must be completed and submitted with supporting materials for online course approval.

REQUIRED

Failure to demonstrate the inclusion of each of these required elements will result in the approval being denied. **My course contains:**

- Continual, Frequent, and Early student assessment.** This assessment is meaningful and indicative of what the student should expect throughout the semester. This assessment counts toward their final grade.
- Clearly stated instructor availability and accessibility,** both in terms of times, frequency, and modes of communication. This must include posted virtual office hours. Where this includes synchronous elements to the course, this must be clear to the students.
- Regular virtual instruction.** This instruction is designed to convey instructor's routine presence in the course, and to require regular student engagement with the course material, at least once per week.
- Student assessment which demonstrates best practices for online learning.** This includes multiple modalities of assessment, practice and repetition opportunities, and requires students regularly and continuously to engage with the course.

- I commit to full participation in the Department's annual workshop on eLearning.**

RECOMMENDED

The department strongly suggests inclusion of these elements in the course. While not a basis for denying approval, a course which lacks any of these elements would be considered lesser quality than technology and best practices currently indicate. **My course:**

- Meets or exceeds the quality measures recommended in Quality Matters eLearning design rubric.

- Meets, or can readily be modified to meet, accessibility and accommodation requirements for students with disabilities. Ideally, courses will be designed to meet Universal Design for Learning standards.

- Enables and encourages student engagement with each other, to facilitate the development of an online community within the course.

- Meets FERPA requirements and is consistent with university policy on this matter.

- Meets all copyright material usage requirements, including university policies. For material not behind a firewall (not, e.g., within Blackboard), be aware.

Name: _____ Course: _____ Date: _____