



Montana State University-Northern

Extended University

Online Course Checklist:

INSTRUCTOR: _____

COURSE: _____

SEMESTER: _____

HOME PAGE:

- Includes approved MSU—Northern banner/buttons
- Includes heading clearly identifying the course prefix, number, and name
- Includes clear directions for students in how to proceed after first entering the course
- Link to syllabus is prominent
- Link to course materials is prominent
- Link to course communication tools is prominent
- Includes links to appropriate organizer pages so as to keep clutter on the home page to a minimum
- Includes a link to an instructor's welcome page with a brief autobiographical sketch and complete contact information (a photograph may also be included)

SYLLABUS:

- Syllabus is adapted to online delivery method
- Includes all components required by department, college, and university
- Includes all course completion requirements (e.g., assignments, assessments, participation, etc.)
- Includes a clear and organized timeline/course schedule of all readings, assignments, assessments, etc. outlined by day, week, or as otherwise appropriate
- Includes course grading scale
- Includes minimum of five virtual office hours

COURSE CONTENT:

- "Chunked" into modules (by topic, chapter, unit, etc.) as appropriate
- Organized logically (sequentially, by date, etc.)
- Paced reasonably and appropriately
- Includes links to supporting materials as appropriate
- Includes additional resources as appropriate (glossary of terms, annotated bibliography, etc.)

COMMUNICATIONS:

- Student communication expectations and procedures clearly outlined, including a rubric defining frequency,

quality, content, netiquette, etc.

- Instructor availability and response time clearly outlined (suggest one business day for e-mail reply, five log-ins per week for discussion board, one week or less for return of assignments and assessments)
- Includes discussion area with topics logically organized to follow the course sequence
- Includes a community-building forum in the discussion area (i.e., a "water cooler" topic for ice breakers, introductions, discussions unrelated to the course, etc.)
- Includes e-mail tool
- Calendar summarizes due dates and other important events
- Grade book is available to students

APPEARANCE:

- Presents a "professional" image
- Aesthetically pleasing
- Design does not distract from content
- Design clearly reflects MSU-Northern affiliation and is consistent throughout

ADA COMPLIANCE:

- Text alternatives available for audio and video
- Text descriptions available for graphics
- Appropriate use of fonts, font size, font color, etc.

COPYRIGHT COMPLIANCE:

- Instructor certifies compliance with copyright law in posting all materials to the course

SUPPORT LINKS:

- Vande Bogart Library
- MSU-N Bookstore
- MSU-N WebCT Student Handbook
- WebCT tutorials
- WebCT support staff
- Online learning tips
- MSU-N student computer support home page
- Other support resources as appropriate to the course

MISCELLANEOUS:

- No dead links or missing images
- File sizes are manageable and appropriate
- Overall course size is manageable and appropriate
- Easily and intuitively navigable
- Includes link to online course survey



Implemented Summer 2006



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Online Course Checklist: Internal Review

INTERNAL COURSE EVALUATION:

- Course description and purpose are reasonable in scope and clearly stated
- Course objectives are sufficient to support and aligned with the course description and purpose
- Course objectives are clearly stated and outcome-based
- Course content is sufficient to support and aligned with course objectives
- Course content reflects sufficient breadth and depth of knowledge and ideas within the discipline
- Course content reflects current issues and emerging research within the discipline
- Course content reflects an appropriate balance of conventional thinking and scholarly dissent within the discipline
- Assignments and assessments are sufficient to support and aligned with course content and course objectives

Date review was completed: _____

Reviewer's name and credentials: _____

Reviewer's contact information: _____

REVIEWER'S COMMENTS AND SUGGESTIONS:

SIGNATURES:

Instructor _____

Dean/Director _____

Provost _____



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