UTICA
UNIVERSITY

Quality Online Course Review Checklist

1. The course follows a well-designed institutional or programmatic template that is easily navigable by students and faculty.

2. The syllabus is easily located and up to date; it describes the nature of the course along with its instructional activities – discussions, readings, assignments, etc., as well as the grading policy for each.

3. The course contains an announcement that welcomes students to the course.

4. There is an instructor biography that introduces students to the background and credentials of the instructor, as well as some of the instructor's personal interests.

5. Students are asked to introduce themselves to the class.

6. The course contains 5-8 numbered (for alignment reference) course objectives that are clear, concise, measurable, and of the appropriate level according to Bloom's taxonomy.

7. The course contains 3-5 numbered (for alignment reference) module objectives (for each module) that are clear, concise, measurable, and of the appropriate level according to Bloom's taxonomy.

8. Alignment is present. Course objectives and module objectives are aligned and denoted. Module objectives and assessments are aligned and denoted.

9. The course makes good use of discussions and provides a forum for interaction with course content, the instructor, and students.

10. There are clear instructions about the use of e-mail and how students are to communicate with the instructor.

11. Course content is chunked into manageable sections.

12. Optional material is clearly marked in the course as optional, whether it is reading materials, or any type of extra credit.

13. The course makes good use of technologies and clear instructions are provided on how to use or access them.

14. The course is ADA compliant and easily accessible by everyone associated with the course. All videos are captioned or transcribed.

Course should meet time on task expectations for course credit hour assignment. For example, a 3-credit hour course should provide 16-17 hours of work, each week, in an 8-week course.