Course Checklist for SLN Workshops 1 and 2

The following checklist is derived from Quality Matters® standards, SLN course quality standards, and standards used at Niagara Community College.

SLN highly recommends that faculty establish a relationship with campus-based instructional design support to review these items, as well as all other aspects of course design.

CONTENT AND PRESENTATION

1. Course Overview and Introduction

☐ 1.1 Instructions make clear how to get started and where to find various course components.

☐ 1.2 A statement introduces the student to the purpose of the course and to its components; in the case of a hybrid course, the statement clarifies the relationship between the f2f and online components.

  1.2.1 Instructor and student expectations for the course are listed.

  1.2.2 Exemplar models of student work are provided.

  1.2.3 *Course Learning Activities* document is filled out detailing each type of learning activity.

  1.2.4 Course schedule, reading assignments and due dates are clearly accessible to students.

☐ 1.3 Etiquette expectations (netiquette) for online discussions, email, and other forms of communication are clearly stated.

☐ 1.4 The self-introduction by the instructor is appropriate and available to students.

  1.4.1 Contact information and office hours are posted for the students.

☐ 1.5 Students are asked to introduce themselves to the class.

☐ 1.6 Course and skill prerequisites and proficiencies are clearly stated.

☐ 1.7 Required text, materials, and resources are stated clearly for students.

2. Learning Objectives

☐ 2.1 The course and module objectives describe outcomes that are measurable.

☐ 2.2 All learning objectives are stated clearly and written from the students’ perspective.
### 3. Resources and Materials

- **3.1** All resources and materials used in the course are appropriately cited (copyright and fair use).
- **3.2** Details regarding acquisition of required text materials and resources are clear to students.

### 4. Learning Support

- **4.1** A clear description of institution-specific support services/resources is included (student services, Help Desk, Library, writing and math centers tutoring, TA, bookstore, disability services, campus life, etc.).
- **4.2** Campus academic integrity and plagiarism policies are provided.

### 5. Course Technology

- **5.1** Navigation cues throughout the online components of the course are logical, consistent, and efficient.
- **5.2** Instructions on how to access resources at a distance are sufficient and easy to understand.

### 6. Content Presentation

- **6.1** Writing style (tone/voice), naming conventions, labels, titles, instructional and navigational cues throughout the online components of the course are logical, consistent, and efficient.

### 7. Accessibility

- **7.1** The course incorporates ADA standards and reflects conformance with institutional policy regarding accessibility.