

COURSE: _____

Circle one: WEB HYB EOL VID ITV TRA

Best Practices for AC Online Courses

Complete the following self-assessment instructional design checklist for the course developed for distance education with your departmental supervisor. Check all criteria included in the course as identified. After review and signatures are added, please forward this form to Janice Newburg in the Center for Teaching and Learning.

Please note that this instrument does not assess instructional content. Assessments for course content are the responsibility of division/department chairs and should reflect comparable information being offered in traditional courses.

- _____ 1. Instructor clearly identifies course expectations.
- _____ 2. Instructor clearly identifies outcomes for learning modules.
- _____ 3. Instructor gives clear instructions for activities and/or assignments.
- _____ 4. Instructor is accessible. Methods of contact are communicated, including e-mail, telephone number, office number, office hours, etc.
- _____ 5. Instructor provides links to online orientation, library services, AskAC, and external support services.
- _____ 6. Instructor communicates with students using multiple forums: e-mail, bulletin board, telephone, etc.
- _____ 7. Instructor is gender inclusive and culturally sensitive in all communications.
- _____ 8. Instructor feedback to students is ongoing throughout course.
- _____ 9. Instructor enthusiasm for course is apparent in its presentation. (check all that apply)
 - _____ icons
 - _____ design of course
 - _____ instructor engagement in course
 - _____ personal connections with students (posted bios, pictures, etc.)
 - _____ positive messages to students encouraging involvement
 - _____ other: _____
- _____ 10. Active student involvement is ensured through assigned activities which strengthen content mastery while engaging students in the online community. (check all that apply)
 - _____ required bulletin board discussions
 - _____ required group work (which can be conducted via e-mail, etc.)
 - _____ short essay postings
 - _____ required responses to other students postings
 - _____ chat rooms
 - _____ other: _____
- _____ 11. Instructor uses common technology to deliver course content.
- _____ 12. Course includes instructions on how to download software unique to the course.
- _____ 13. Required activities and/or tests are reflective of credit hours awarded for course.
- _____ 14. Required activities and/or tests are reflective of content covered in the course.
- _____ 15. Course is easily navigated and is fully functional.
- _____ 16. Content is delivered in open standards format unless course requirements mandate otherwise.
- _____ 17. Materials from external sources are used within the boundaries of the [Copyright Law](#).
- _____ 18. Course is [ADA Compliant](#).

Comments: _____

REQUIRED SIGNATURES:

Instructor of Record: _____ Date: _____

I have reviewed the online course identified above and verified Best Practices as indicated by responses.

☐☐

Yes

No

Faculty Course Developer: _____ Date: _____

I have reviewed the online course and Best Practices with my faculty instructor/course developer.

☐☐

Yes

No

Department Chair: _____ Date: _____