

GUIDE FOR INCORPORATING THE PRINCIPLES OF GOOD PRACTICE INTO ELECTRONICALLY-BASED COURSES

Introduction

The document is adapted from one developed by the University of Texas System TeleCampus.

Please complete this document, obtain the proper signatures, and submit copies to the appropriate Dean and the Director of CETL.

Course Information

Title of Course, Number:

Name(s), title(s), component(s) of instructional faculty:

Name, title, phone number and e-mail of principal contact person:

Is this course for credit? Yes _____ No _____

Prerequisite(s) and/or required academic skills/background of students:

Number of students recommended: _____

Brief course description:

Technical Notes

Note: If you need assistance completing this formative evaluation instrument please contact the Center for Excellence in Teaching and Learning (CETL).

Course Management Platform: **Blackboard CE 6**

Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? Please provide details.

Students are provided detailed information regarding minimum hardware, operating system, and browser standards under "Technical Information" on the Distance Education Website as well as in the "Student's Guide to Online Learning". All developed learning objects and content are tested for compatibility with the listed minimum standards before course use by the course developer(s).

Course Copyright and Permissions

It is the responsibility of the instructor to ensure that all copyright provisions are met and that permissions have been obtained as appropriate.

Have you confirmed that the inclusion of all course materials in the course not developed by the copyright holder meet "fair use" guidelines, or that you are otherwise exempt from liability from infringement, or you have received appropriate permissions from all copyright holders? Please work with your home institution in ascertaining this and in obtaining appropriate permissions. Information on copyright laws relating to the use of intellectual materials is available in the *Faculty Handbook*.

In any case where the institution and/or course author(s) contribute copyrightable expression, the institution and/or course author(s) warrant that they are the only owner(s) of the course and have full power and authority to make this agreement; and that the course does not infringe any copyright, violate any property rights, or contain any scandalous, libelous or unlawful matter.

Name(s) of copyright holders:

Have you confirmed that the course materials and any course materials not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?

Yes _____ No _____ In Process _____

If not, have you acquired permission to use or link to the materials?

Yes _____ No _____ In Process _____

Additional Information/Comments as appropriate:

Principles of Good Practice: Curriculum and Instruction

1. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

Yes _____ No _____

Type of degree or certificate (if applicable) _____

2. The course offered electronically is coherent and complete.
 - a. Necessary course materials are identified. Information on how to purchase or obtain materials online or via phone is provided, if necessary.

Yes _____ No _____

- b. If students are not required to meet on campus, they can complete the course without physically visiting the institution offering the course. (i.e. all necessary instruction and support infrastructure is in place to serve the off-campus student.)

Yes _____ No _____

c. The course includes:

Note: This section should be used as a checklist. The number of items checked should be dependent upon the course content and the target audience.

- Introduction/Welcome message Yes ___ No ___
- Course title Yes ___ No ___
- Course prerequisites Yes ___ No ___
- Syllabus containing:
 - Course number and title Yes ___ No ___
 - Instructor and program contact information Yes ___ No ___
 - Course description Yes ___ No ___
 - Course objectives Yes ___ No ___
 - Course entrance competencies Yes ___ No ___
 - Required course materials Yes ___ No ___
 - Course Requirements section including:
 - Description of course assignments Yes ___ No ___
 - Methods for submitting assignments Yes ___ No ___
 - Methods of communication for the course Yes ___ No ___
 - Methods of assessment and grading scale Yes ___ No ___
 - Applicable policies Yes ___ No ___
 - Detailed course schedule Yes ___ No ___
 - Technical support and library services contact information Yes ___ No ___
- Timeline for course assignments Yes ___ No ___
- Calendar with important dates identified Yes ___ No ___
- Communications tools and discussion topics Yes ___ No ___
- Content modules for all instruction Yes ___ No ___
 - All course content/instruction is available online Yes ___ No ___
 - Components of each lesson are clearly defined:
 - Introduction and objectives for each lesson Yes ___ No ___
 - Content and media (materials that are rich in examples, stories, graphics, etc.) Yes ___ No ___
 - Readings Yes ___ No ___
 - Activities/practice Yes ___ No ___
 - Clearly defined dialogue and interaction Yes ___ No ___
- Assessment (quizzes, exams, tests, presentations, etc.) Yes ___ No ___
- Technical requirements for the course Yes ___ No ___
- The course materials meet legal requirements (ADA and copyright laws) Yes ___ No ___

3. The course provides for appropriate interaction between faculty and students and among students.

a. Interaction with and among students is achieved through (check all that apply):

- Asynchronous discussion _____
- Synchronous chat _____
- Team projects _____
- Individual email _____
- Group email _____
- Audio conference _____
- Interactive Video (ITV) _____
- Student posting of projects/assignments for review by faculty/other students: _____
- Other* _____
- *Please specify: _____

- b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback are defined or outlined in the syllabus or course menu.

Yes _____ No _____

Additional information as appropriate:

- c. When teaching the course, the faculty member(s) will be available to support and communicate with the students and oversee student projects and evaluation.

Yes _____ No _____

- d. Students have the opportunity to interact with each other and with faculty and administrators outside of class to build a learning community.

Yes _____ No _____

4. Courses offered electronically are offered on the campus of the institution where the programs or courses originate.

- a. Is this course part of the institution's course inventory?

Yes _____ No _____

- b. Did this course obtain approval through the regular/normal approval process used for all courses?

Yes _____ No _____

5. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.

- a. The course provides students with clear, complete and timely information on course goals and objectives.

Yes _____ No _____

- b. The course specified necessary technology competence and skills.

Yes _____ No _____

- c. This course meets the institutional standards for content, reflective learning, competencies, etc. as other courses?

Yes _____ No _____

- d. Student learning online is comparable to student learning offered at the campus where the program or course originates?

Yes _____ No _____

Principles of Good Practice: Institutional Context and Commitment

1. The course and associated technology requirements are consistent with the institutional technology policies.

Yes _____ No _____

2. Course announcements and catalog entries provide appropriate information about the course and services associated with the course. **Note:** If 50% of the course content is delivered electronically or off-campus, it must be listed as a distance learning course in the official schedule of courses and in all promotional materials.

Yes _____ No _____

3. Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.

Financial Aid	Yes _____	No _____
Library Resources	Yes _____	No _____
Counseling	Yes _____	No _____
Special Student Services	Yes _____	No _____
Career Services	Yes _____	No _____
Technical Support	Yes _____	No _____

4. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course. This would include, if appropriate, prerequisite technical and/or content background.

Yes _____ No _____

5. The institution provides you and your co-developers (when applicable) support services specifically related to teaching via an electronic or distance format.

Yes _____ No _____

6. The institution provides training for you and your co-developers who teach via the use of technology.

Yes* _____ No _____

*What training have you and your co-developers received (check those that apply):

- a. General technology skills workshops _____
- b. Online Course Management System (CE 6) use workshops _____
- c. Online course design and delivery workshops _____
- d. Other training _____

7. The institution provides support for you and your co-developers as the course is revised.

Yes _____ No _____

8. The institution provides adequate equipment, software, and communications access to you and your co-developers to support the interaction with students, other faculty and other institutions or services.

Yes _____ No _____

9. Courses offered electronically may also be offered on the campus of the institution where the programs originate. Indicate below the status of this course as it relates to on-campus sections of the same course.

a. A separate section of this course is sometimes taught on campus.

Yes _____ No _____

10. Will this course be a part of or in addition to the assignment of you and your co-developers?

Yes _____ No _____

Principles of Good Practice: Evaluation and Assessment

1. Students will be given an opportunity to evaluate this online course.

Yes _____ No _____

2. Student achievement in the course will be assessed.

Yes _____ No _____

3. The effectiveness of the course will be evaluated by students at regular intervals.

Yes _____ No _____

4. You and your co-developers will use the results of assessment to make necessary revisions of this course at regular intervals.

Yes _____ No _____

Faculty and Institutional Commitment/Approval

This signature page must be completed and returned along with the answers to the self-study. It should be completed and signed by the instructional faculty, the appropriate Dean and the Provost.

Faculty Commitment

The answers to the questions in this self-study are accurate and truthful. All efforts have been made to ensure that copyright permissions have been obtained. All efforts have been made to comply with institutional policies regarding technology and other learning resources.

Signature: _____ Printed Name _____

Date: _____

(Co-developer, if applicable)

Signature: _____ Printed Name _____

Date: _____

Institutional Commitment (Dean or Provost)

The answers to the questions in the self-study are consistent with departmental, school, and university policy.

Signature: _____ Printed Name _____

Date: _____

Copies will be made by the Office of the Provost and submitted to the appropriate Dean and faculty. The original will be housed in an area designated by the Provost and used as part of the institutional plan for distance education activities.