

Select One: <input type="checkbox"/> Online <input type="checkbox"/> Hybrid	DISTANCE COURSE REVIEW				
Instructor:					
Course Title:					
Course Code/Sect:					
Semester Being Developed:					
Semester To Be Taught:					
Orientation		Yes	No	NA	Comments/Location
<i>The orientation includes a minimum of the following:</i>	1. A course orientation is included.				
	2. Announcement page directs students to orientation.				
	3. The self-introduction by the instructor is appropriate. (Located in Staff Information button)				
	4. Minimum technology requirements, student skills, and prerequisite knowledge in discipline are clearly stated				
	5. A self tour of important course content and tools is provided				
	6. An assessment or icebreaker assignment is administered to determine how well learners understand the orientation content				
Syllabus		Yes	No	NA	Comments/Location
<i>Complies with CCCC guidelines and is complete based on the following:</i>	1. Instructor information: email address, phone number, office location (building & room number - if applicable)				
	2. Course description				
	3. Rationale for the course				
	4. Expected learner outcomes for the course				
	5. Responsibilities of the instructor				
	6. Responsibilities of the learner				
	7. Course credit hours				
	8. Course prerequisite(s)				
	9. Textbook/course resources information				
	10. Course content list				
	11. A schedule of course activities, readings, tests, etc.				
	12. Grading criteria provided and grading scale adheres to college policy				
	13. Plans and responsibilities in the event of technical difficulties				
	14. Required on-campus sessions				
	15. Specific hardware and software requirements				
	16. Response methods and response time				
	17. Attendance policy				
	18. Department chair contact with office hours and contact information (courses taught by part-time instructors only)				
	19. Links and/or instructions on how to acquire any specialized software or plug-ins are presented and/or are embedded in the assignments/activities where they are required				
	20. Academic honesty				
	21. Services for learners with disability				
	22. College safety statement				
Online Design		Yes	No	NA	Comments/Location

Elements	1. Font style and size are easy to read				
	2. Spelling and grammar are correct				
	3. Color use is appropriate and easy on the eyes				
	4. Long passages are broken up with bullets, spaces, graphics, and charts				
	5. Limits scrolling, especially horizontally				
	6. Folders and documents are descriptively labeled				
	7. Material is presented in manageable segments				
	8. The amount and use of text is appropriate for online instruction				
	9. Web links are active				
	10. Areas that are not in use are disabled				
	11. Navigating the course site is easy				
	12. Instructional materials are designed for multiple learning styles (group work, use of visuals or audio clips, outside the virtual classroom activities, hands-on projects, etc.)				
	13. The sequence of events and assignments are appropriate for Internet learning and provide for in-depth exploration of content material				
	14. Assignment submission instructions are provided and describe acceptable file/software formats				
	15. Course content is provided in segments that are technologically deliverable via limited bandwidth				
	16. Copyright issues related to this course have been addressed				
	17. The learner workload is comparable to a face-to-face course				
Learning Competencies		Yes	No	NA	Comments/Location
	1. Learning outcomes are matched to instructional and learning activities				
	2. Instructions to students on how to meet learning objectives are clear and easy to understand				
	3. Objectives are articulated and specific for each unit or module				
Online Communications		Yes	No	NA	Comments/Location
	1. The Announcement Page is used effectively to inform and update learners throughout the course				
	2. The instructor provides regular updates to learners on course changes				
	3. Guidelines for email communications are stated				
	4. Faculty and learner interactive opportunities are frequent and easy to initiate				
	5. Discussion groups/forums are used				
	6. Instructor interacts in discussion to promote critical thinking				
	7. Ground rules and procedures for forum communication are established and communicated				
Assessment		Yes	No	NA	Comments/Location
	1. Methods and plans for learner assessment are described and appropriate to the distance education environment				
	2. If proctored testing is required, guidelines are provided				

	3. Assessment methods demonstrate achievement of learning outcomes and competencies for the course				
	4. Self-check or practice types of assignments are provided for quick learner feedback				
	5. Testing schedule is complete yet flexible to accommodate various learner schedules				
	6. Feedback procedures are explained				
Learning Support		Yes	No	NA	Comments/Location
	1. Instructions for reaching technical support are linked or included in the course site				
	2. Instructions for reaching academic support are linked or included in the course site				
	3. Instructions for reaching student support services are linked or included in the course site				
	4. Tutorials related to research, writing, technology, etc. are linked or included in the course site				
Course Technology		Yes	No	NA	Comments/Location
	1. Additional technologies (such as audio clips, video, CDs, etc.) are used to support learning outcomes				
	2. Technologies use efficient delivery methods (common files, compressed files, etc.)				
	3. Instructions on using technologies are adequate and easy to understand				
Learning Resources & Materials		Yes	No	NA	Comments/Location
	1. The instructional purpose of the course elements is evident. (purpose of web sties, exercises, etc.)				
	2. Multiple resources used within the same unit or module are clearly integrated				
TOTALS		0	0	0	

ADDITIONAL COMMENTS:
SUPERVISOR COMMENTS: