

Richland Online Course Design Verification

Course Name/Section

Peer Verifier

Instructor Name

Online
 Online Partial
 Hybrid

Date

Overview: I. Course Introduction/Orientation II. Syllabus III. Design/Organization IV. Interaction V. Technical VI. ADA Standards VII. Links

Criteria	Yes	Needs Attention <small>*please provide comments and site location</small>	Missing	N/A	Instructor Notes: Please Identify where in your course the information below can be found. Ex: Under the Syllabus button.
I. Course Introduction/Orientation					
Posted welcome announcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Explanation of course procedures/policies and course rhythm. (Ex: The How...you grade late assignments, self-paced, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted instructor information including a brief biographical statement. A DCCCD email address needs to be point of contact for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

				N/A	
Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Posted email response time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted grading turn around time. If computer graded – is this indicated to students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Posted course expectations (Ex: The What...Netiquette, participation in discussion board, email netiquette, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II. Syllabus					
Syllabus meets Richland DCCCD Checklist *Syllabus provides a set of procedures to follow if the course site becomes unavailable due to network outage of other failure. Suggestions: a. Students: do students provide you will a plan in case his/her computer has problems? b. Instructor: suggests to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

student how you will communicate with them – email?					
Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
III. Design/Organization/Content/Alignment					
Course creates a clear navigation for students to follow. If course was created by a publisher, the publisher has created a clear navigation for students. Ex: Learning Modules, Units, Weeks-a clear direction of what to do and how to do it. Clearly explains how assignments, exams etc. move from point a to point b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Course modules, weeks, chapters, learning units, etc. include descriptions for specific learning objectives to be met by the students or for measurable competencies the students will demonstrate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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All links (internal and external) are current and explained how each tie into learning objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Course displays the RLC course banner or a banner that displays the TAPE and Malcolm Baldrige award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grade Center is current and reflects assignments. Where is gradebook found (eCampus or Publisher's server). Is there a Grade Center button?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instructor clearly communicates when assignments are due. (Ex: Course assignment due date calendar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
<p>A means for student introductions.</p> <p>(Ex: discussion board)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Course creates learning activities that will prompt instructor-student email exchanges, course material-student interaction, and student to student interaction</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Discussion Boards • Wimba Live • Chat Rooms • Groups <p>Indicate if this is not apparent in the course. The requirements for course interaction are clearly stated in Jan. 07 SACS guidelines.</p> <p>“Programs and courses provide for timely and appropriate interaction between students and faculty and among students.” Clear on grading of student/student interaction.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Assessment					
Assignment descriptions indicate how instructor will be providing feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommended: Varied assessment techniques exist to address differences in learning styles and orders of learning (Bloom's Taxonomy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Diversity					
Site is appropriate for English-language learners, free from cultural bias, and minimizes use of idioms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Where visuals are used, they are diverse in nature and not restricted to any single cultural group, unless warranted by specific content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Technical					
Course gives clear directions for technical support (Phone number and email address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Instructions are given for the use of all course specific technology (Ex: Plato, My Math Lab, SAMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADA Standards: Fill out Checklist Provided					
Copyright					
The site has no apparent violations of copyright law or university policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The site informs students of appropriate uses of publisher, video, instructor, and student-written material in keeping with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

copyright law.					
Criteria	Yes	Needs Attention *please provide comments and site location	Missing	N/A	Comments
Student Support					
Instructor provides links to the following student services <ul style="list-style-type: none"> • Distance Learning • Counseling • Academic Advising • Tech Tips • Disability Services/ADA Statement • Tutoring Center • eConnect • Browseable Schedule • Library • Course Profiles 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Peer Verifier Comments (Peer Verifier will make comments about online course design. Peer verifier views course design from a student point of view):

Peer Verifier Follow-Up Comments/Checklist

Verification Date:

Follow-Up Verification Date:

Signature and Date, Dean of Distance Learning: