Chapter 9: SPECIAL COURSES

ONLINE/HYBRID COURSE PROCEDURES

(UCC can provide what ever wording regarding online/hybrid courses as they did for Study Abroad courses)

Guidelines for Online/Hybrid Courses

<u>New Online/Hybrid Courses</u>
The approval process for new courses should continue as is, except for the addition of the Online Course Syllabus Checklist. This means the faculty member will attach the Checklist to all forms submitted to and signed by the department chair before forwarding to the UCC.

<u>Conversion of Existing Courses to Online/Hybrid Sections</u>
The faculty member will fill out the checklist and submit it with the syllabus to the department chair, SCC and Dean for approval. A copy of the approved checklist with syllabus should be forwarded to the UCC for acknowledgement.

SU Online/Hybrid Course Syllabus Checklist

Directions: Review your course syllabus using this checklist. Complete the checklist with answers to all questions and relevant comments to why you answered No or N/A to any question in the preceding section. Submit the completed checklist and syllabus to your chair for inclusion to the department, school, and university curriculum committees.

Course Information:

	Yes	No	N/A
1. Is the institution, department, course title, course number and section and catalog description on the syllabus?	Yes	No	N/A
2. If a hybrid course, are the meeting dates, times and locations listed on the syllabus?	Yes	No	N/A
3. Are prerequisites listed?	Yes	No	N/A
4. If a General Education course, is this stated including the appropriate group information (i.e. Group IB)?	Yes	No	N/A
5. Is the URL to WebCT and relevant course websites included on the syllabus?	Yes	No	N/A
6. Are the course objectives clearly written and measurable?			

Comments:
_____
_____
_____

Instructor Information:

	Yes	No	N/A
7. Is the professor's name, title, and office location on the syllabus?	Yes	No	N/A
8. Is there a phone number (or more) provided for students to contact the instructor?	Yes	No	N/A
9. Is there an email address provided for students to contact the instructor?	Yes	No	N/A
10. Has the instructor provided a statement as to the best way to contact in case of questions or problems?	Yes	No	N/A
11. Has the instructor provided a statement as to the frequency with which responses to various contact methods (i.e. within 24 hours of a phone call or email message) will be made?			

Comments:
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_____
_____

Course Requirements:

12. Are the full citations of textbooks, including ISBN and relevant edition, listed that are required and optional for the course?	Yes	No	N/A
13. Is there information on how the students can obtain the textbooks?	Yes	No	N/A
14. Are there other requirements or materials needed for this course (i.e. specific software like Excel or equipment such as scientific calculators)?	Yes	No	N/A
15. Is there information or suggestions on how to obtain these materials?	Yes	No	N/A

Comments:

Student/Instructor Expectations:

16. Is there a statement about what is expected of the student in terms of interaction with the content, instructor and fellow students?	Yes	No	N/A
17. Has the instructor provided a statement regarding what the student can expect from the instructor with regard to communication, assessment feedback and frequency of interaction?	Yes	No	N/A

Comments:

Policies:

18. Is a class attendance/participation policy stated?	Yes	No	N/A
19. Is there a Writing Across the Curriculum statement?	Yes	No	N/A
20. Is there a statement regarding the Academic Integrity policy?	Yes	No	N/A
21. Is there a statement concerning services for students with disabilities and contact information for the area on campus that provides such services?	Yes	No	N/A
22. Is the grading policy transparent and clear?	Yes	No	N/A

Comments:

Course Structure:

23. Is there a statement as to how a student should approach learning in the online environment of the course?	Yes	No	N/A
24. Is each course activity, assignment and assessment described with appropriate timelines and faculty response times?	Yes	No	N/A
25. Are procedures for completing and submitting activities, assignments and examinations transparent and clear?	Yes	No	N/A
26. Is there a statement regarding late or missed assignments/assessments?	Yes	No	N/A
27. Is there a comprehensive schedule or timeline for course topics, assignment deadlines, activities and test/quizzes?	Yes	No	N/A
28. Are the assignments appropriate for the distance education format?	Yes	No	N/A

Comments:

Communication:

29. Are there adequate communication systems between the instructor and students?	Yes	No	N/A
30. Are there guidelines on how students/instructor will interact with each of those systems?	Yes	No	N/A
31. Is there a system for communication among students?	Yes	No	N/A
32. Is there a system for continual instructor feedback between instructor and students throughout the course?	Yes	No	N/A
33. Is there a mechanism on how the instructor is going to relate changes to the course schedule or syllabus?	Yes	No	N/A

Comments:

Support Services:

34. Are the students given instructions about whom to contact for technical support?	Yes	No	N/A
35. Is there contact information for the relevant campus services that are needed in support of this course (i.e. Library)?	Yes	No	N/A

Comments:

Signatures:

Initiating Faculty:	Date:
Department Chair:	Date:
School Curriculum Committee:	Date:
Dean:	Date: