

Course:		Date:		
	Required Elements	YES	NO	Comments
1	A course syllabus			
a	Purpose and Goals			
b	Course objectives or intended learning outcomes			
c	Instructor contact information			
d	List of textbooks or required materials			
e	Specific course requirements			
f	Required Readings			
g	Sequential list of assignments and projects with due dates			
h	A statement about class participation (Attendance Policy)			
i	Grading procedure and grading scale			
j	Course ground rules			
k	Accommodations Statement			
l	Link to university syllabus attachment			
2	Timing of instructor response			
3	Instructor availability - hours and method of contact			
4	Detailed description of how to submit assignments			
5	Technical Help page			
6	Student Resources page			
7	Place for student/student and student/faculty interaction			
8	Course content (e.g. Lecture material)			
9	All copyrighted material must meet copyright requirements			
10	Assessments			
11	Gradebook			
<i>Note: Courses must contain all required features (above) before they will be scored using the rubric below.</i>				

Rubric		Excellent	Marginal	Needs Improvement	Absent	Comments
Content		3	2	1	0	
1	The course should include a variety of content, which may include study guides, lecture summaries, presentation slides, audio, and/or streaming video that enhances the course material.					
2	Course material should be arranged in weekly modules or other sequences that clearly relate to the course's expected learning outcomes.					
3	Course documents/materials should be in a format easily accessible to most students. HTML or PDF files are encouraged. Links to document readers should be provided when appropriate.					
Communication						
4	Students should be provided with opportunities for projects that foster interactive communication through chat sessions, threaded discussions, and/or audio conferencing.					
Assignments						
5	Learning outcomes should be assessed on a continuous basis through timed quizzes, proctored exams, group and individual projects, take-home tests, open-book exams, and/or other assessment means applicable to the particular course.					
6	The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic exams.					
7	All courses should include a variety of assignments, which may include evaluative essays, case analyses, term papers, book reviews, film reviews, summaries and critiques of journal articles, quizzes, oral presentations, etc.					
Course Technology						
8	Course navigation is logical and consistent throughout.					
9	The course design takes full advantage of appropriate tools and media.					

Total

0

Highest possible score is 27.

Lowest score needed to pass is 22.

** Note which course/section/semester was reviewed.