


Western Illinois University Online Course Requirement Checklist


The following items are required in WesternOnline courses developed with distance learning funds from WIU. The courses must meet and support the standards for University and accrediting policies and standards.

Course #: _____
Course Name: _____
Professor Name: _____


Course Syllabus/Overview:

	DESCRIPTION
	Per the original proposal, the online course remains consistent with the approved graduate or undergraduate catalog and the online course supports the program's, department's, college's, and/or university's role and mission.
	Pre-requisite and co-requisite course information is provided.
	Accessibility statement is provided with link to student assistance.
	All required course materials (books, software and media, etc.) are listed.
	Grading policies, a schedule and a list of graded assessments and course activities are provided. Instructor feedback statement is clearly articulated.
	Participation expectations are provided.
	A link is provided on WIU's Policy on Academic integrity (http://www.wiu.edu/policies/acintegrity.php) as well as the instructor's consequence statement of academic dishonesty.
	A link to student rights and responsibilities is provided (http://www.wiu.edu/Provost/student/).
	Learning objectives are clearly defined and measurable.


Course Home Page/Overview:

	DESCRIPTION
	Heading is branded with course title, course number, department, and college.
	Footer includes instructor contact information with office hours and link to email.
	Instructor introduction provided.


Learner Support and Resources:

	DESCRIPTION
	Links to WesternOnline help, Frequently Asked Questions (FAQ) and uTech Helpdesk information, including information relating to the QC Helpdesk when appropriate are provided.
	Getting Started course orientation guide (explain course structure) is provided.
	WesternOnline tutorial/orientation is provided.
	Links to student support services (library, bookstore, disability support, writing center, advising) are listed.
	Technical requirements such as special software, browser or plug-in requirements are clearly communicated and available throughout the course.


Course Content and Design, Delivery, and Assessment:

	DESCRIPTION
	Course content fulfills course descriptions/goals/objectives and is consistent with the approved undergraduate or graduate catalog description.
	Content is clear and easy to understand and navigate.
	Course content is grouped, modularized or clearly labeled to match the syllabus and/or course schedule or timeline.
	Content is original work and not plagiarized. Content does not infringe on the copyrights of others, or their intellectual property and/or is properly cited.
	Instruction, assessments, and activities are aligned with the instructional objectives.
	Instructional materials are presented in an organized manner, easy to access, and intuitive to students.
	Course activities and assignments are structured for online access and electronic submission.
	Student assignment/assessment requirements are clearly defined.
	Assessments and graded activities are consistent with the course syllabus and represent adequate and valid measures of student achievement. Procedures and policies for online assessments, such as quizzes and exams, are clearly defined. This definition should include dates of accessibility and duration.
	Course includes a variety of visual, textual, auditory, interactive and/or field activities to enhance student learning.

Course Communication:

	DESCRIPTION
	Public announcements are provided to students.
	Private instructor-student communication (e-mail, Who's Online, etc.) is available.
	Expected levels of communication and participation are clearly defined or a grading rubric is provided.
	Appropriate group communication activities/tools are encouraged (student to student/ student to professor (email, chat, discussion board, blogs....))

Other:

	DESCRIPTION
	Timeline, schedule or a course calendar are included reflecting due dates.
	Course includes an anonymous semester-end evaluation consistent with department criteria.
	Course meets IITAA accessibility standards (CAIT can assist).
	Student gradebook is set up and grades are released in reasonable time. Progress grades are available to students upon request.
	Course has been tested on multiple platforms and in multiple browsers.

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Confirmed by CAIT _____ **Date** _____

Confirmed by CITR _____ **Date** _____