

Directions for using this form:

Use this checklist as a guide while developing your online course. Once your course is completed, contact OTL and a representative from our office will go through the checklist to ensure all requirements have been met, and that the faculty and chair sections have been filled out and signed. If you have any questions about this form and/or the development of your course, please contact OTL at [OTL@wiu.edu](mailto:OTL@wiu.edu).

Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course OU: \_\_\_\_\_

Professor Name: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_

Status: \_\_\_\_\_



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### Course Syllabus/Overview:

- The syllabus adheres to the university's Course Syllabus Policy. <http://www.wiu.edu/policies/syllabus.php> (An accessible syllabus template is provided at [https://www.wiu.edu/university\\_technology/digital\\_spaces/online\\_teaching\\_and\\_learning/teaching-online/syllabus-template.php](https://www.wiu.edu/university_technology/digital_spaces/online_teaching_and_learning/teaching-online/syllabus-template.php). We recommend using this template to construct your online syllabus.)
- Prerequisite and corequisite course information is provided.
  - N/A
- All required course materials (books, software and media, etc.) are listed.
- Grading policies, a class 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/students/>).
- Learning objectives are clearly defined and measurable.
- Technical requirements such as special software, browser or plug-in requirements unique to this course are clearly communicated and links are provided.
  - N/A

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<input type="checkbox"/>	<input type="checkbox"/>	Link to the Western Online Technical Requirements is provided ( <a href="http://wiu.edu/wo/tech">wiu.edu/wo/tech</a> ).
<input type="checkbox"/>	<input type="checkbox"/>	Course syllabus meets general accessibility information: MS Word: at <a href="http://www.wiu.edu/accessibility/word.php">http://www.wiu.edu/accessibility/word.php</a> or PDF: <a href="http://www.wiu.edu/accessibility/pdf.php">http://www.wiu.edu/accessibility/pdf.php</a>
		<b>Course Home Page/Overview:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Heading is branded with course title and course number.
<input type="checkbox"/>	<input type="checkbox"/>	Footer includes instructor contact information with office hours and email.
<input type="checkbox"/>	<input type="checkbox"/>	Instructor introduction provided.
		<b>Course Content and Design, Delivery, and Assessment:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Course is conducted through the Western Online course management system and includes use of university approved file sharing only.
<input type="checkbox"/>	<input type="checkbox"/>	Course content is grouped, modularized or clearly labeled to match the syllabus and/or course schedule.
<input type="checkbox"/>	<input type="checkbox"/>	The Content Browser is displayed on the course home page.
<input type="checkbox"/>	<input type="checkbox"/>	Instructional materials are presented in an organized manner, easy to access, and intuitive to students.

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- Course activities and assignments are structured for online access and electronic submission, using Western Online tools whenever possible.
- Student assignment/assessment requirements are clearly defined.
- Course implements visual, auditory and interactive elements when necessary for comprehension.

**Course Communication:**

- Instructor communication plan is detailed and easy to understand. Preferred email and estimated reply time is clearly defined.
- Private instructor-student communication (E-mail, Discussions, Zoom, Google Hangout, 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, Discussions, Zoom, Google Hangout, etc.)

**Other:**

- Timeline, schedule or a course calendar are included reflecting due dates.
- Course links students to WIU's anonymous semester-end evaluation, or an alternative that is consistent with department criteria.

- |                |            |  |
|----------------|------------|--|
| Faculty<br>Use | OTL<br>Use | <input type="checkbox"/> <input type="checkbox"/> Student grade book is set up and grades are set to be released in reasonable time. Individual grades are visible to students.  |
|                |            | <input type="checkbox"/> <input type="checkbox"/> All student documents must be collected using Western Online tools.  |
|                |            | <input type="checkbox"/> <input type="checkbox"/> Course has been tested on multiple platforms (mobile devices, tablets, and web browsers).  |
|                |            | <input type="checkbox"/> <b>To be approved by faculty</b>  |
|                |            | <input type="checkbox"/> 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.   |
|                |            | <input type="checkbox"/> Course has been checked for major spelling and grammatical errors.  |
|                |            | Faculty signature _____  |
|                |            | <input type="checkbox"/> <b>To be approved by chair</b>  |
|                |            | <input type="checkbox"/> Instruction, assessments, and activities are aligned with the instructional objectives.   |
|                |            | <input type="checkbox"/> Course content fulfills course descriptions/goals/objectives.   |
|                |            | <input type="checkbox"/> Objectives are attainable through the online delivery that are consistent with the mastery of the same content from a traditional course.   |
|                |            | <input type="checkbox"/> 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. In the case of exams/quizzes, any expectations for exam proctoring should be presented. |

- The department chair/director acknowledges that content and the accessibility of that content fluctuates as instructors of the course changes. As a result, a requested accommodation may result in a significant rebuilding of course content.

Chair signature \_\_\_\_\_

Confirmed by:

OTL Representative \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_