

Distance Education Course Checklist

To ensure the basic elements a Quality Matters certified course, ensure that each hybrid or online course contains these key elements.

- Course Entrance**
 - Current Syllabus
 - Instructor Bio (either linked from Aultman College page or created in the LMS)
 - Netiquette (Link provided)
 - Minimum Technology Requirement (Link Provided)
 - LMS Student Guide (Link Provided)
 - Rubrics for assignments or directed they can be found within assignment

- Aultman Resources**
 - All provided links are current and linked

- Introduction Module**
 - Course Description
 - Course Objectives/Outcomes
 - Steps in where to begin and go next
 - Faculty email address
 - Best time and place to reach faculty member
 - Turnaround time for assignments and communication
 - News Forum updated at least weekly

- For each weekly module**
 - Applicable Course Outcomes/Objectives for that week/module
 - Aligned unit/week outcomes

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- Aligned learning activities
- Hybrid courses, explanation of what is due online & what is expected for the F2F meeting
- For discussions
 - Clear directions
 - Clear expectations for the quality of work and research
 - Clear due date for initial post and responses
 - Clear expectations for interaction with instructor
 - A link to or the actual grading rubric
- For assignment drop boxes
 - Clear directions
 - Clear Expectations for the quality of work and research
 - Clear Due date
 - Rubric created through the LMS