ONLINE AND SUMMER ACADEMIC PROGRAMS

OSAP

BGSU Online and Blended Course Development Checklist

Please use this checklist to develop your online course syllabus. Make sure all items below are included. OSAP will use this same checklist to review your online syllabus when you submit it.

ONLINE AND BLENDED COURSE SYLLABUS REQUIREMENTS

Course Overview

- The purpose of the course is stated.
- Instructor contact information is stated along with expected response time.
- Course communication components are stated (ie. announcements, email, virtual office hours, discussion board).

Learning Objectives and Course Design

- Course level learning objectives are stated and measurable. View learning objectives alignment resource
- Module level learning objectives are stated and measurable.

Assessment and Grading

- The grading policy is clearly stated.
- Assessments are clearly stated and align with learning objectives.
- Grading rubrics or instructions are provided for the evaluation of work.

Instructional Materials

- Required instructional materials are listed and are readily obtainable.
- Instructional materials contribute to the achievement of learning objectives.
- A variety of instructional materials are used in the course (ie. text, audio, video, websites).

Learner Engagement

- Course activities promote interaction and the achievement of learning objectives.
- A feedback plan is clearly stated.
- The requirements for learner interaction, netiquette, and participation are clearly stated.

Course Technology

- Technical requirements are clearly stated.
- Technologies in the course support the learning objectives and are readily obtainable.

Learner Support and Accessibility

- Links or information about technical support are provided.
- Links or information about academic and student support services are provided.
- Links or information about accessibility policies and services are provided.