### BGSU Online, Remote, or Hybrid Course Development Worksheet

#### Instructor Course Development Worksheet

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course Title</th>
<th>Dept</th>
<th>Course #</th>
<th>College</th>
<th>Semester to be offered</th>
</tr>
</thead>
</table>

**NOTE: Use this worksheet to ensure your distance course checks all the boxes to receive OSAP endorsement.**

### Delivery Mode:

- **Online (Asynchronous)** – All course activity is done online; no required face-to-face sessions and no requirements for on-campus or synchronous activity.
- **Remote (Synchronous)** – All or most course activity is completed online in a synchronous manner, with required sessions on a regular schedule.
- **Hybrid** – Online activity is mixed with classroom meetings, replacing some, but not all required face-to-face instructional activities.

### Course Overview

- The purpose of the course is stated.
- Instructor contact information including virtual office hours and expected response time to email is stated.
- Course communication tools and their purpose are described (e.g. Announcements, Email, WebEx, Discussion Board).

### Learning Objectives and Course Design

- Course and/or Module level learning objectives are stated and measurable. (e.g. Create, Demonstrate, Select, Apply).
- Course is designed asynchronously to accommodate online students in different time zones. *(Required for Online delivery mode).*
- Unused navigation buttons are hidden from the canvas interface to support a clean and simple design.

### Assessment and Grading

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

### Instructional Materials

- Required instructional materials are listed and obtainable.
- A variety of instructional materials are used in the course (e.g. text, audio, video, websites).

### Learner Engagement

- Course activities promote interaction and the achievement of learning objectives (e.g. discussion, collaboration, etc).
- 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.

### Review, Attach Syllabus, and Sign

- This certifies I have reviewed my syllabus using the criteria listed above, checked off all the boxes, and the course is ready for OSAP review.