



Electronic Faculty Form

Exemplary Course Guidelines/Evaluation (Based on Quality Matters Principles of Online Design)

Directions

Complete the form below then click the *Submit Form* button at the bottom of the page. Please only submit a completed form as it is not editable once submitted. The form has a session time of 90 minutes. If the form is not completed and submitted before the session ends, you will lose information already entered on the form.

Click to [access PDF worksheet for recording responses prior to transferring them to web form](#)

Step 1: Course Selection

Please select the course you will be evaluating (instructor's name is listed along with course).

Step 2: Instructional Design Elements

Check all boxes below that apply to the course.

A. Course Goals/Objectives

- 1. Course Goals are clear and appropriate.
- 2. Objectives are clear, behavioral, and measurable and are appropriate to course goals.

B. Instructional Activities

- 1. Utilizes active learning strategies that engage the student and appeal to differing learning styles.
- 2. Learning activities are linked to course objectives.
- 3. Content is organized by modules, units, lessons, or other meaningful architecture.
- 4. Course strives to create a "Community of Learners" through interaction.
- 5. All content adheres to current copyright law.

C. Student and Course Evaluation

- 1. Formative evaluation provided students through ongoing feedback (email, grade book, discussion posts, etc.).
- 2. Summative evaluation is clearly described (Final Exam, etc.).
- 3. Evaluations are aligned to objectives.
- 4. Rubrics are used for assignments.

D. Teaching Strategies

- 1. Instructor assumes a facilitative role.
- 2. Instructions for assignment are clear.
- 3. Updated Course Syllabus (contains departmental and eTroy guidelines/requirements).
- 4. Support for student questions provided (examples: instructor contact information, FAQ's, discussion board forum, etc.).

Additional Comments**Step 3: Interaction and Feedback**

Check all boxes below that apply to the course.

A. Interaction among learners

- 1. Discussion Boards and/or chat availability
- 2. Group activities
- 3. Email
- 4. Orientation to technology is provided.

B. Interaction between Learners and Instructor

- 1. Instructor conveys policy on answering emails (i.e. how soon students can expect response, etc.).
- 2. Instructor communicates how feedback provided (i.e. frequency on assignments, discussion forums, etc.).
- 3. Instructor publishes office hours (virtual or "physical") & contact information.
- 4. Feedback is evident through announcements, emails, discussion postings, or other means.
- 5. Instructor allows own personality to emerge through postings, notes, and other means.
- 6. Instructor "personalizes" course for students (emails, using name, friendly tone).

C. Interaction between Learners and Instructional Materials

- 1. Students receive orientation to practice posting in forum, assignment submission, online exams, and other technology used.
- 2. Resources for completing course activities are provided.
- 3. Guidelines for posting to discussion board and/or participating in Chat are provided.

D. Collaboration

- 1. Students provided the opportunity to collaborate with other students through group work or other means.

E. Pace and Procrastination

- 1. All due dates are published with timely reminders.
- 2. Progress through the course is documented .

Additional Comments

Step 4: Course Management

Check all boxes below that apply to the course.

A. Time Requirements

- 1. Course is developed at a minimum of three weeks before the first day of class.
- 2. Indicate to students general time requirements of course.

B. Progression through course

- 1. Units of instruction are organized in a logical, consistent sequence.
- 2. Online Gradebook is used.
- 3. If online testing used, has detailed instructions as to how administered and the settings that will be in place.

C. Evaluating student progress

- 1. Evidence of instructor feedback; following the guidelines set by the instructor.
- 2. Student emails are answered in a timely manner in accordance with eTROY Policies.

Additional Comments

Overall Course Comments

Exemplary Course

Should this course be nominated as an "Exemplary Course"?

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