INDICATORS OF QUALITY CHECKLIST

Carleton University

COURSE OVERVIEW INTRODUCTION

- ☐ Instructions make clear how to get started and where to find various course components.

- ☐ Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided.

- ☐ The purpose of the course is clearly stated.

- ☐ The structure of the course is clearly explained.

- ☐ A clear course schedule is available (either on the course schedule or in the course).

- ☐ A self-introduction by the instructor is available online.

- ☐ Learners are encouraged to introduce themselves.

- ☐ Communication channels (student-teacher, student-student, etc.) are available and the expectations for communication are explained.

- ☐ Syllabus/course outline is easily found and downloadable.

- ☐ There is verification (discussion, quiz, assignment) wherein students can demonstrate that they comprehend the course requirements.

- ☐ Standards for academic integrity are clearly explained. Students can demonstrate that they comprehend academic integrity.

- ☐ Online content and activities are fully aligned with printable PDFs (especially syllabus).

COURSE OBJECTIVES & LEARNING OUTCOMES

- ☐ Learners are introduced to the purpose and structure of the course.

- ☐ Course learning outcomes are stated from the learner's perspective.

ASSESSMENT

- ☐ All assessment activities are clearly described. Submission process and requirements, as well as submission deadlines for graded activities are stated.

- ☐ The assessment instruments are described and suited to the learner work being assessed.

- ☐ The instructor's plan for response time and feedback on assignments is clearly stated.

- ☐ Formative assessment and feedback (midterm or earlier) is included.

- ☐ Assessment activities align with stated learning outcomes.

- ☐ Self-assessment and/or reflection activities are incorporated into the course.

- ☐ The course grading policy and grade distribution is stated clearly.

INSTRUCTIONAL MATERIALS

- ☐ Both the purpose of instructional materials and how the materials are to be used for learning activities are clearly explained.

- ☐ The distinction between required and optional materials is clearly explained.

- ☐ A variety of instructional materials is used in the course. All course materials are clearly presented.

- ☐ The course engages students in active learning through an appropriate mix of student content, student-instructor and student-student interaction.

COURSE FACILITATION

- ☐ The instructor maintains a presence and interacts with students in a variety of ways throughout the course.

- ☐ The instructor sets and meets expectations for instructor responsiveness and availability (e.g. turn-around time for email and discussion forum postings, feedback on assignments, etc.).

- ☐ The instructor fosters a supportive learning environment for students.

- ☐ Student feedback is collected and used to continually improve course quality.

LEARNER ENGAGEMENT AND SUPPORT

- ☐ Course instructions include a link to the institution's <u>academic support services and resources</u> that can help learners succeed in the course.

- ☐ <u>Learner support for technologies</u> used in the course is available and described.

- ☐ Learning activities foster levels and types of interaction that are <u>appropriate to the course learning outcomes</u>.

- ☐ The expectations for student interaction and progression are clearly stated.

- ☐ If applicable, the <u>role of TAs are explicitly stated</u> and TA contact information is provided.

ACCESSIBILITY AND USABILITY

- ☐ <u>Course page</u> is well organized, easy to navigate and includes a recognizable organization.

- ☐ The distinction between required and optional materials is clearly explained.

- ☐ Videos recorded before course release are closed-captioned.

- ☐ PDF, Word and PPT files are <u>web accessibility compliant</u>.

- ☐ The course provides <u>alternative means of access to course materials</u> in formats that meet the needs of diverse learners.

- ☐ <u>Copyright clearances</u> have been obtained where necessary.

- ☐ Web links are relevant and functional.

COURSE TECHNOLOGY

- ☐ <u>Minimum technology requirements</u> and a <u>link to technical support</u> are clearly stated.

- ☐ The tools used in the course <u>support learning objectives and competencies</u>.

- ☐ The <u>technologies chosen are supported</u> by the university, and in such, privacy and security assessments have been conducted.