

**Online and Blended  
Course Review Checklist**

<i>Instructor</i>	<i>Course Title</i>	<i>Dept</i>	<i>Course #</i>	<i>College</i>	<i>Course Offered</i>
<p><i>The standards contained in the online checklist below will be utilized in developing and scheduling all online courses.</i></p>					
<p>_____ <b>Faculty Peer Reviewer / Date</b></p>			<p>_____ <b>OSAP Endorsement / Date</b></p>		

**ONLINE COURSE SYLLABUS REQUIREMENTS**

**Course Overview**

- A statement introduces the student to the purpose of the course and its components.
- Instructor contact information is clear.
- Communication policy is clearly stated such as email response time and virtual office hours.

**Learning Objectives**

- Course level learning objectives are stated clearly and describe outcomes that are measurable.
- The course level learning objectives describe what you want your students to be able to do by the end of the course.
- The course will be developed in modules that align with the course level learning objectives.

**Assessment and Grading**

- The grading policy is clearly stated.
- Assessments measure the stated learning objectives.
- Clear instructions and/or rubrics are provided for the evaluation of work and are tied to the grading policy.

**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.

**Learner Engagement**

- Course activities promote interaction and the achievement of learning objectives.
- The instructor's plan for feedback on assignments is clearly articulated.
- The requirements for learner interaction 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**

- Instructions articulate or link to a clear description of the technical support offered and how to obtain it.
- Instructions articulate or link to a clear description of academic and student support services to help the learner succeed.
- Instructions articulate or link to a clear description of the university's accessibility policies and services.

**COMMENTS / FEEDBACK**