

**Protected document**  
**GUIDE FOR INCORPORATING THE PRINCIPLES OF GOOD PRACTICE**  
**INTO ELECTRONICALLY-BASED COURSES**

**Introduction**

The document is adapted from one developed by the University of Texas System TeleCampus.

Please complete this document, obtain the proper signatures, and submit copies to the appropriate School Dean and the Provost.

**Course Information**

Title of Course, Number:

Name(s), title(s), component(s) of instructional faculty:

Name, title, phone number and e-mail of principal contact person:

Is this course for credit?     Yes     No

Is this a non-credit course?     Yes     No

Prerequisite(s) and/or required academic skills/background of students:

Number of students recommended:

Brief course description:

## Technical Notes

**Note: If you need assistance completing this formative evaluation instrument please contact the Center for Excellence in Teaching and Learning (call ext. 5818).**

Course Management Platform: *Blackboard*

Students will use a variety of browsers and hardware. Have you tested your course on a combination of browser versions and hardware platforms? Please provide details.

*Students are provided detailed information regarding minimum hardware, operating system, and browser standards under “System Requirements” on the Technical Information page of the Distance Education Web site as well as in the “Students Guide to Blackboard @ Texas Wesleyan”. All developed learning objects and content are tested for compatibility with the listed minimum standards before course use by the course developer(s).*

### Course Copyright and Permissions

It is the responsibility of the instructor to ensure that all copyright provisions are met and that permissions have been obtained as appropriate.

Have you confirmed that the inclusion of all course materials in the course not developed by the copyright holder meet “fair use” guidelines, or that you are otherwise exempt from liability from infringement, or you have received appropriate permissions from all copyright holders? Please work with your home institution in ascertaining this and in obtaining appropriate permissions. Information on copyright laws relating to the use of intellectual materials is available in the *Online Instructor’s Guide*.

In any case where the institution and/or course author(s) contribute copyrightable expression, the institution and/or course author(s) warrant that they are the only owner(s) of the course and have full power and authority to make this agreement; and that the course does not infringe any copyright, violate any property rights, or contain any scandalous, libelous or unlawful matter.

Name(s) of copyright holders:

Have you confirmed that the course materials and any course materials not developed by the copyright holder are “fair use” or that you are otherwise exempt from liability from infringement?

Yes       No       In Process

If not, have you acquired permission to use or link to the materials?

Yes     No     In Process

Additional Information/Comments as appropriate:

### **Principles of Good Practice: Curriculum and Instruction**

1. The course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

Yes                       No

Degree or certificate (if applicable)

2. The course offered electronically is coherent and complete.
- a. Necessary course materials are identified. Information on how to purchase or obtain materials online or via phone is provided, if necessary.

Yes                       No

- b. If students are not required to meet on campus, they can complete the course without physically visiting the institution offering the course. (i.e. all necessary instruction and support infrastructure is in place to serve the off-campus student.)

Yes                       No

- c. The course includes:

Note: This section should be used as a checklist. The number of items checked should be dependent upon the course content and the target audience.

- Introduction/Welcome Message
- Course Title

- Course prerequisites
- Syllabus containing:
  - Course Number and Title
  - Instructor and Program Contact Information
  - Course Description
  - Course Prerequisites
  - Course Goals
  - Required Course Materials
  - Methods of Communication for the Course
  - Methods of Assessment and Grading Scale for the Course
  - Course Requirements
  - Course Policies
  - Information for Students with Disabilities
  - Detailed Course Schedule
  - Contact Information for Technical Support and Library Services
- Course timeline of assignments
- Calendar
- Communications tools and discussion topics
- Content modules for all instruction
  - All course content/instruction is available online
  - Components of each lesson are clearly defined:
    - Introduction and objectives for each lesson
    - Content and media (materials generated by the instructor that are rich in examples, stories, graphics, etc.)
    - Readings
    - Activities/practice
    - Clearly defined dialogue and interaction
- Assessment (quizzes, exams, tests, presentations)
- Technical requirements for the course
- The course materials meet legal requirements (ADA and Copyright laws)

3. The course provides for appropriate interaction between faculty and students and among students.

a. Interaction with and among students is achieved through (check all that apply):

- Asynchronous discussion
- Synchronous chat
- Team projects
- Individual email
- Group email
- Audio Conference
- Interactive Video (ITV)

Student posting of projects/assignments for review by faculty/other students

Other (please specify):

b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback are defined or outlined in the syllabus or course menu.

Yes  No

Additional information as appropriate:

c. When teaching the course, the faculty member (s) will be available to support and communicate with the students and oversee student projects and evaluation.

Yes  No

d. Students have the opportunity to interact with each other and with faculty and administrators outside of class to build a learning community.

Yes  No

4. Courses offered electronically are offered on the campus of the institution where the programs or courses originate.

a. Is this course part of the institution's course inventory?

Yes  No

b. Did this course obtain approval through the regular approval process used for all courses?

Yes  No

5. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the

program or course originates.

- a. The course provides students with clear, complete and timely information on course goals and objectives.

Yes                       No

- b. The course specified necessary technology competence and skills.

Yes                       No

- c. This course meets the institutional standards for content, reflective learning, competencies, etc. as other courses?

Yes                       No

- d. Student learning online is comparable to student learning offered at the campus where the program or course originates?

Yes                       No

### **Principles of Good Practice: Institutional Context and Commitment**

1. The course and associated technology requirements are consistent with the institutional technology policies.

Yes                       No

2. Course announcements and catalog entries provide appropriate information about the course and services associated with the course. Note: If 50% of the course content is delivered electronically or off-campus, it must be listed as a distance learning course in the official schedule of courses and in all promotional materials.

Yes                       No

3. Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.

Financial Aid:                       Yes     No

Library Resources:                       Yes     No

Counseling:                       Yes     No

- Special Student Services     Yes     No  
 Career Services                 Yes     No  
 Technical Support                Yes     No

4. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course. This would include, if appropriate, prerequisite technical and/or content background.

- Yes                                 No

5. The institution provides you and your co-developers (when applicable) support services specifically related to teaching via an electronic or distance format.

- Yes                                 No

6. The institution provides training for you and your co-developers who teach via the use of technology.

- Yes                                 No

What training have you and your co-developers received (check those that apply):

- a. General technology skills workshops                                  
 b. Web-course development and delivery workshops                                  
 c. Other training

7. The institution provides support for you and your co-developers as they revise the course.

- Yes                                 No

8. The institution provides adequate equipment, software, and communications access to you and your co-developers to support the interaction with students, other faculty and other institutions or services.

- Yes                                 No

9. Courses offered electronically may also be offered on the campus of the institution where the programs originate. Indicate below the status of this course as it relates to on-campus sections of the same course.

- a. A separate section of this course is sometimes taught on campus.

Yes

No

10. Will this course be a part of or in addition to the assignment of you and your co-developers?

Yes

No

### **Principles of Good Practice: Evaluation and Assessment**

1. Students will be given an opportunity to evaluate this online course.

Yes

No

2. Student achievement in the course will be assessed.

Yes

No

3. The effectiveness of the course will be evaluated by students at regular intervals.

Yes

No

4. You and your co-developers will use the results of assessment to make necessary revisions of this course at regular intervals.

Yes

No



## Faculty and Institutional Commitment/Approval

This signature page must be completed and returned along with the answers to the self-study. It should be completed and signed by the instructional faculty, the appropriate Dean and the Provost.

### Faculty Commitment

The answers to the questions in this self-study are accurate and truthful. All efforts have been made to ensure that copyright permissions have been obtained. All efforts have been made to comply with institutional policies regarding technology and other learning resources.

Signature: \_\_\_\_\_ Printed Name

Date:

(Co-developer)

Signature: \_\_\_\_\_ Printed Name

Date:

### Departmental/School Approval (Dean)

The answers to the questions in the self-study are consistent with departmental policy.

Signature: \_\_\_\_\_ Printed Name

Date:

### Institutional Commitment (Provost)

The answers to the questions in the self-study are consistent with college and/or University policy.

Signature: \_\_\_\_\_ Printed Name

Date:

Copies will be made by the Office of the Provost and submitted to the appropriate Dean and faculty. The original will be housed in the Office of the Provost.