VERNON COLLEGE
VERNON · WICHITA FALLS

Best Practices Rubric for Online Instruction (ROI) and Hybrid Courses

Faculty Information

First Name: _____ Last Name:_____

Title:_____Department:_____

Highest Degree Earned:

☐Doctorate

☐Master's

☐Bachelor's

☐Associate's

☐Other:_____

Which training activities have you completed in order to develop/teach the online or hybrid course? Select all that apply:

☐Blackboard Training

☐Best Practices ROI

☐Other:_____

Course Information

Course Title (within Vernon College's inventory of approved courses and taken directly from the College Catalog):

_____

Course Prefix:_____Section:_____Semester:_____Year:_____

Credit Type:

☐Academic

☐Career & Technical Education

☐Continuing Education

☐Other:_____

Credit Hours:_____

Section 1: Course Materials	☐1.1 I provide clear, detailed instructions on how to begin and navigate the course. ☐1.2 I have posted a syllabus that includes the following: 　　☐1.2.1 Instructor contact information 　　☐1.2.2 Course description (directly from the College Catalog) 　　☐1.2.3 Course goals and objectives 　　☐1.2.4 Required course materials 　　☐1.2.5 Course policies, including grading policies 　　☐1.2.6 Student participation requirements 　　☐1.2.7 Communication policy, methods, and expectations 　　☐1.2.8 Minimum hardware and software requirements 　　☐1.2.9 Necessary technical skills required to complete this course. 　　☐1.2.10 Information on Vernon College Academic Honesty Policy, PASS Department, technical support, and other appropriate student support services 　　☐1.2.11 Student's prerequisite knowledge and relevant competencies 　　☐1.2.12 Testing procedures ☐1.3 I provide a course schedule that clearly communicates assignment and assessment deadlines. ☐1.4 I introduce myself to students as the instructor of the course using, at minimum, text and a photograph. ☐1.5 I offer students the opportunity to introduce themselves to each other.
Section 2: Course Content	☐2.1 My online course is complete and coherent. ☐2.2 My unit/lesson/module-level objectives are clearly stated, measurable, and consistent with the course objectives. ☐2.3 My course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded. ☐2.4 The academic standards and learning outcomes from my course match the standards and outcomes set for the same course offered face-to-face, if applicable. ☐2.5 My course content is current, and the course materials provide a variety of perspectives on the content. ☐2.6 My course content contributes to the achievement of the course-level and unit/lesson/module-level objectives. ☐2.7 My course navigation is logical, efficient, and consistent. ☐2.8 All course pages have a consistent format and organization. ☐2.9 My course's content is logically sequenced into manageable segments. ☐2.10 The sequence of instruction (i.e., how students should proceed through the course) is clearly communicated. ☐2.11 My course meets the same institutional standards for content, reflective learning, competencies, etc., as the same course offered face-to-face, if applicable.

	☐2.12 Because the credit hours awarded for electronic and online courses are the same as those for face-to-face courses, my course requires students to do the equivalent

Section 3:
 Learner Activities
	☐3.1 The unit/lesson/module-level objectives, activities, and assessments are clearly aligned throughout the course.
	 ☐3.2 Activity/assessment due dates, expectations, and instructions are detailed and clearly tied to course grading policies.
	 ☐3.3 The resources needed for completing instructional activities are easy to find.
	 ☐3.4 All learning activities promote the achievement of the stated unit/lesson/module-level learning objectives.
	 ☐3.5 Learning activities promote active learning.
	 ☐3.6 I have clearly articulated the timeframe in which and the level of feedback with which I will return student assignments.
	 ☐3.7 I offer students multiple opportunities to evaluate the effectiveness of this course and their own learning progress.
	 ☐3.8 I assess student learning using a variety of assessment strategies, which include the following (check all that apply):
	     ☐Quizzes ☐Essays
	     ☐Projects ☐Exams
	     ☐Discussions ☐Presentations
	     ☐Other:_____
	 ☐3.9 I offer assessment criteria in sufficient detail, including rubrics where appropriate.

Section 4:
 Communication and Interaction
	☐4.1 I provide timely and sufficient interaction between myself and students and among students.
	 ☐4.2 I clearly state my communication policy, which includes information on what students can expect in terms of the timeliness of replies as well as my expectations for respectful communication.
	 ☐4.3 I interact with students using (check all that apply):
	     ☐Asynchronous discussion (threaded discussion)
	     ☐Synchronous communication (live chat or web conferencing).
	     ☐Team projects
	     ☐Individual email
	     ☐Group email
	     ☐Audio conference
	     ☐Students posting projects/assignments online for review by faculty and/or other students
	     ☐Other: _____
	 ☐4.4 When teaching the course, I am available to support and communicate with students and oversee student projects and evaluation.
	 ☐4.5 I spend at least one hour per week in direct instructional activities for every credit hour associated with my course (i.e., spend 3 hours per week in instructional activities for 3-hour credit course).

Section 5: Course Technologies	☐5.1 The technologies used in the course support the course learning objectives. ☐5.2 The technologies used in the course are current and effective. ☐5.3 My course has been tested to ensure it is viewable in Internet Explorer and Firefox, and on PC and Macs, and the course met minimum technology requirements. ☐5.4 I am delivering my course on the college's approved learning management system (Blackboard), which requires a secure login and pass code.
Section 6: Accessibility and Copyright	☐6.1 I use accessible technologies in my course and provide guidance on how to obtain special accommodations if necessary. ☐6.2 I have provided equivalent, text-based alternatives to all auditory and visual content. ☐6.3 My course design accommodates the use of assistive technologies such as screen readers. ☐6.4 There is no aspect of my course that would not allow for a reasonable accommodation to be made for a student with a verifiable disability. ☐6.5 I have obtained and met all copyright permissions as appropriate to course content. ☐6.6 I have confirmed that any course materials not developed by me or the course's designer meet the "fair use" standard or comply with the Teach Act and exempt me from liability of infringement.

Not all items above will apply to all online and hybrid courses.

Comments or explanation why some Checklist items do not apply to my online or hybrid course:

The information above is truthful and accurate. 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.

Faculty:_____Date_____

Division Chair:_____Date_____

Coordinator of Instructional Design & Technology:_____Date_____

August 18, 2015