Online Course Assurance

Academic Year 2020-21 | Distance Learning

To submit a class for approval for online (Distance Learning) offering, refer to the following core best practices, which are derived from a more comprehensive list of considerations for online delivery (see the Office of Distance Education and eLearning’s [Best Practices for Online Teaching](https://go.osu.edu/odee-rubric)). This review is for change of delivery only; course goals, objectives, and related considerations are not under review because they have been approved already.

**In addition to submitting a copy of your syllabus, review the items below and provide additional details where applicable.** You might refer to the [Keep Teaching Course Syllabus Template](https://go.osu.edu/odee-syllabus) and [Keep Teaching Carmen course template](https://go.osu.edu/keep-teaching-carmen) for policies and strategies to adapt.

**Course Number and Title:** Enter course number and title...

# Format and integrity

## Students will have opportunities for **regular and substantive academic interactions with the course instructor.**

This [Department of Education requirement](https://eric.ed.gov/?id=ED593878) is based on the types of courses that Ohio State can offer for credit. A self-paced format is considered a correspondence course, which the university is not accredited to offer. "Regular and substantive interaction" is defined as interactions that are initiated by the instructor, occur regularly and frequently (weekly or more often), and are of an academic nature.

*Examples include regularly scheduled CarmenZoom sessions and office hours, facilitating online CarmenCanvas discussions, or regularly scheduled Carmen announcements.*

**Key resource:**[**Regular and Substantive Interaction in Online and Distance Learning**](https://go.osu.edu/odee-regular-substantive)

Have details about regular instructor interaction with students been provided in the course syllabus?

If you answered no, please provide details on how this requirement will be met in your course: Enter details...

Reviewer comments: Enter reviewer comments...

## Students have a **required participation** activity (e.g., discussion response, assignment) at least once per week.

This rule is in place to ensure that the instructor and university can pinpoint the time that a student last participated in the course, which is an institutional requirement related to student financial aid. The participation should be an activity such as the ones listed above; a login or view of pages in a module would not be sufficient.

**Key resource:**[**Attendance in Online Courses**](https://go.osu.edu/odee-online-attendance)

Have details on participation been provided in the course syllabus?

If you answered no, please provide details on how participation will be addressed in your course: Enter details...

Reviewer comments: Enter reviewer comments...

## Instruction time—the amount of time students spend learning—is **equivalent to an in-person class** of the same number of credit hours.

Online classes must meet federal and [state guidelines](https://go.osu.edu/odee-ohio-instruction-time) for equivalent “direct instruction” and “out-of-class” time (an average over a 14-week term of 1 hour “direct instruction” plus 2 hours “out-of-class” time per week for each 1 credit hour, as is the [policy for classes in any modality](https://go.osu.edu/odee-trustees-credit-hours)). This can be calculated by examining typical weeks of the course with the resource below, and estimating the time it would take a student to complete the activities, homework and assignment preparation.

**Key resource:**[**ODEE Credit Hour Estimation**](https://go.osu.edu/odee-credit-hour-calculation)

Number of credit hours: Enter number...

Length of class in weeks (14 for a full semester): Enter number of weeks...

*Provide a brief outline of a typical course week, categorizing course activities and estimating the approximate time to complete them. Each credit hour should consist of 1 hour “direct instruction” and 2 hours “out of class” time per week for a 14-week class. The purpose is not to have a precise accounting of hours, but to give a picture of how the student learning experience would be equivalent to an in-person offering.*

Direct instruction (e.g., class discussions, lectures, active learning activities):   
Enter direct instruction...

Out-of-class (e.g., homework, reading, assignment prep):   
Enter out-of-class instruction...

Reviewer comments: Enter reviewer comments...

## The syllabus provides clear expectations about the format/modality of the course and notifies students of any required **synchronous** (live, scheduled) sessions.

Students often expect that online classes will be completely asynchronous (i.e., work can be done each week according to their own schedules). It’s crucial to make them aware of required synchronous sessions — ideally both in the syllabus and in the class schedule in BuckeyeLink.

**Key resource:**[**Job Aid for Class Labels (P, HY, DH, DL) at Ohio State**](https://go.osu.edu/registrar-class-labels)

Have details about the overall course format and any synchronous sessions been provided in the course syllabus?

Reviewer comments: Enter reviewer comments...

## The course syllabus includes **online-specific guidance about academic integrity for all major assignments or assignment types.**

This information, which could be included in the overview descriptions of major assignments or in a separate section, will help students know what the academic integrity expectations are for the online course in addition to the standard university policies on academic integrity. Students need to know if they are or are not allowed to work in groups, use their own past works, use notes or the book, etc. The syllabus should also make note of technology tools, such as plagiarism checking tools, that will be used.

**Key resource:**[**ODEE Online Course Syllabus Template**](https://go.osu.edu/odee-syllabus)

**Further reading:** [**Academic Integrity in Online Courses**](https://go.osu.edu/odee-academic-integrity)

Have expectations about academic integrity been provided in the course syllabus for major assignments?

Reviewer comments: Enter reviewer comments...

# Carmen and Technology

## The class will use the **Carmen Key** practices for a navigable, consistent student experience.

Using a consistent CarmenCanvas setup and structure eliminates potential barriers and allows students to concentrate on learning.

**Key resource: Optional** [**Keep Teaching Carmen course template**](https://go.osu.edu/keep-teaching-carmen)

**Further reading:** [**Get Started Remote Teaching Resources**](https://go.osu.edu/keep-teaching-get-started)

The syllabus is located on the syllabus page in Carmen.

Assignments are set up for online submission in Carmen, with due dates.

Course materials and activities are organized into Modules.

Important class-wide communications during the term will be sent through the Announcements tool.

Reviewer comments: Enter reviewer comments...

## The online course activities, materials, and Carmen site will be prepared with **accessibility in mind for students with disabilities**.

Students with disabilities are protected by the Americans with Disabilities Act and the university’s digital accessibility policy with the right to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. Each academic unit has an [accessibility coordinator](https://go.osu.edu/accessibility-coordinators-list) who can provide assistance with questions about particular technologies or needs. These accessibility expectations apply to all classes, regardless of mode of delivery.

**Key resource:**[**ODEE Online Course Syllabus Template**](https://go.osu.edu/odee-syllabus)

**Further reading:** [**Overview of Accessible Technologies**](https://go.osu.edu/odee-accessible-technologies)

The syllabus informs students of how to request an accessibility accommodation:

Have you reviewed [basic considerations](https://go.osu.edu/odee-accessibility-basics) for improving the accessibility of an online course?:

Reviewer comments: Enter reviewer comments...

# Teaching Strategies

## **Course materials and activities** have been appropriately adapted for online learning.

It may be helpful to think about identifying your core strategies for accomplishing each of the following on a regular basis:

* Sharing materials and guidance with students
* Providing students with practice and application
* Engaging students in conversation and reflection

Keep in mind that some students may not have access to high-speed internet. For sharing content, consider using pre-recorded, downloadable materials to allow students to work through material at their own pace during the week in lieu of lengthy lecture-based Zoom sessions. Weekly instructor announcements or video messages, Carmen discussion boards, and discussion-based Zoom meetings could all form part of a strategy for engaging and connecting with students on a regular basis.

**Key resource:** [**Planning Strategies for Remote Teaching**](https://go.osu.edu/keep-teaching-planning)

This will be evaluated in the syllabus. No instructor input needed.

Reviewer comments: Enter reviewer comments...

## **Assignments and assessments** are appropriate and practicable for online learning.

Major assessments will likely need adaptation or new forms, including strategies for online submission and academic integrity. Where possible, avoid the use of proctored exams.

**Key resource:** [**Remote Assessment Resources**](https://go.osu.edu/keep-teaching-assessments)

**Further reading:** [**Designing Assessments That Don’t Lend Themselves to Cheating**](https://go.osu.edu/odee-integrity-assignment-design)

This will be evaluated in the syllabus. No instructor input needed.

Reviewer comments: Enter reviewer comments...

# Additional Notes

The following space is left for any additional notes from the reviewer that fall outside of the categories above but might be deemed useful for the course instructor.

Reviewer comments: Enter reviewer comments...