West Chester University Distance Education Course Proposal

Required Statement Checklist

Please provide a statement to address each of the points below:

a. Clear statement on how online office hours are conducted; to include ways in which instructor(s) may be contacted

b. The minimum level of student preparation needed, and, if applicable, prerequisites are clearly stated

c. The minimum technical skills needed for students to be successful

d. Clear statement on the required hardware (i.e. PC or Mac, webcam) and software (i.e. version of operating system or word processing software)

e. Method of assessment/evaluation for measuring course objectives via the distance education format

f. Method for instructing students on how to access resources (i.e. library) at a distance

g. Method for informing students of the technical support offered, including contacts to help resolve technical problems

h. Method for insuring the integrity of evaluation methods, including information about proctored exams, if required

i. Method for communicating expectations for participation in online discussions, email, and other forms of communication

j. Method for providing students with a schedule of class activities, including due dates for all course activities and, if applicable, a schedule of when students must be in attendance for traditional in-class instruction

k. Method for ensuring appropriate student-student and student-faculty interaction through appropriate course design

l. Method for addressing issues related to students who fall under the Americans with Disabilities Act