**West Chester University Distance Education Course Checklist**

*The syllabus, which must be provided to students, includes statements to address all of the following:*

1. **Delivery and Format**

* 1. How the course will be delivered and administered (i.e., with a secure login using a West Chester University provided application).
* 2. The method of delivery (what percentage of the course will be offered via distance) and what percentage of the distance component is synchronous or asynchronous.

1. **Communication**

* 1. A clear statement on how and when online office hours are conducted and ways in which instructor(s) may be contacted.
* 2. 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 or for synchronous distance instruction.

1. **Instruction and Assessment**

* 1. A method for communicating expectations for participation in online discussions, email, and other forms of communication.
* 2. An explanation of activities that encourage student participation and engagement (including student-student and student-faculty interaction) through appropriate learning activities that are linked to the course Student Learning Outcomes.
* 3. Assessment/evaluation methods for measuring course objectives via the distance education format.
* 4. Method for ensuring the integrity of evaluation methods, including information about proctored exams, if relevant.

1. **Preparation and Requirements**

* 1. The minimum level of background knowledge and academic skills needed for success.
* 2. The minimum technical skills needed for students to be successful (e.g., students can open/save/edit Word/PowerPoint/Excel/PDF; students can upload/download documents to D2L, view video files; navigate D2L tools, discussions), and information directing students who lack minimum technical skills to WCU’s training resources.
* 3. Required hardware (e.g., device type, webcam, headset, microphone, bandwidth) and software (e.g., version of operating system, word processing software).

1. **Resources and Accessibility**
   * 1. Clear instructions for students to access and utilize academic support services, technical services, and student support services at a distance.
   * 2. Course materials (e.g., syllabus, slides, videos, graphics, readings, assignments, learning activities, etc.) meet WCU accessibility standards.