

**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