

Instructor Worksheet

You must complete the following worksheet to request a review to be completed on your course. Please send the completed worksheet to your Review Chair. Submission of this document by email to your Review Chair indicates your permission for reviewers to be enrolled in your Blackboard course.

Instructor

Name of QM at Southeastern Review Committee Chair

Course Name & Number (e.g., CIS101)

Discipline Area(s)

Is the course stand-alone or part of a sequence?

- Stand-alone sequence
- Part sequence

If stand-alone, does it have online or hybrid course prerequisites?

- Online
- Hybrid

If part of a sequence, is it the first, second, third, or other course in the sequence?

- First
- Second
- Third
- Other

If part of a sequence, do all courses in the sequence use the same format and technology?

- Yes
- No

Face-to-face components:

Fully Online Course:

- Proctored Exam
- Lab
- Other:

Hybrid Course

Approximate proportion of face-to-face time e.g., 50%

Face-to-Face Activities check all that apply

- Lecture
- Discussion
- Presentations
- Exams
- Other:

Is the syllabus the standard syllabus developed by the institution?

- Yes
- No

If YES, is the instructor required to use it?

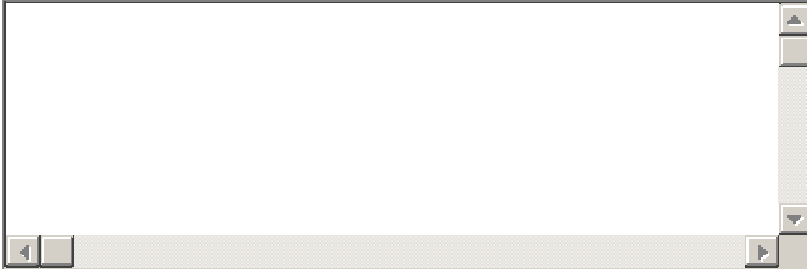
- Yes
- No

Does the course use a standard textbook?

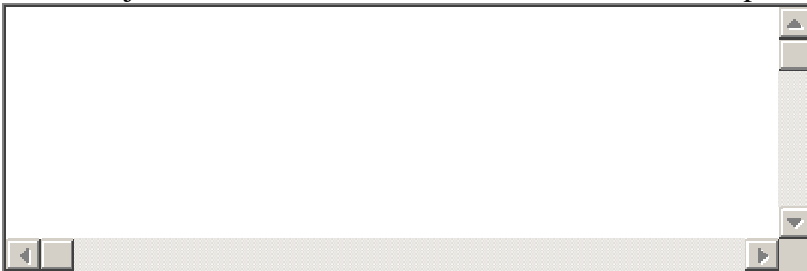
- Yes
- No

If NO, please describe or explain:

List the major instructional materials required in the course e.g., textbook, etc.



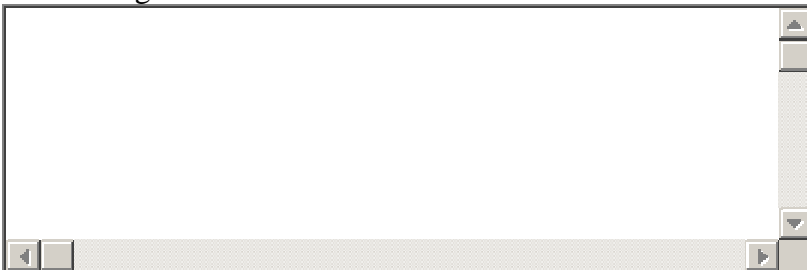
Explain why the selected instructional materials in the course were chosen to achieve the course objectives or outcomes and address the breadth, depth and currency of these materials.



Does the course use audio/visual components?

- Commercially produced Telecourse components via CD-ROM or VHS?
- Audio/visual learning objects or links to audio/visual components on the Internet?
- College/instructor produced audio/visual components?
- Publisher produced audio/visual components?
- Other:

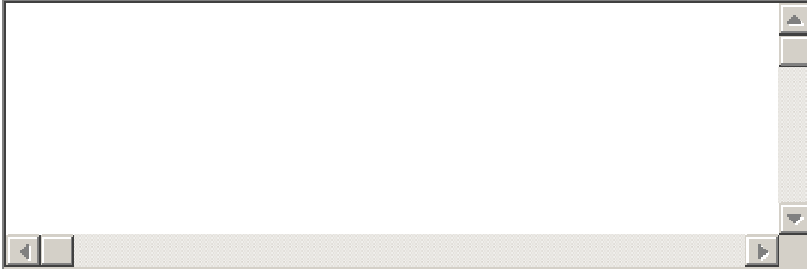
If you selected any of the above audio/visual components, please describe how reviewers will be able to gain access to the materials.



Are there any special computer skills or technologies required in order for the reviewers to access the course?

- Yes
- No

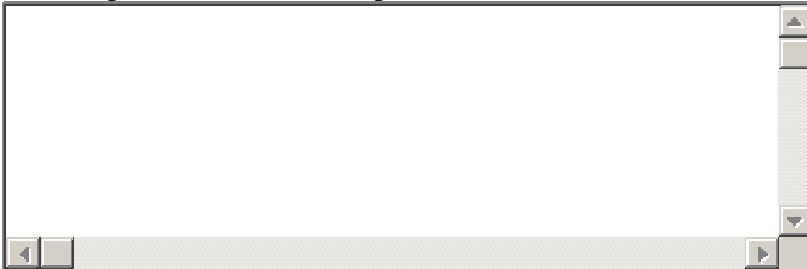
If YES, please describe or explain:



Does the course use support materials(other than audio/visual) provided by the textbook publisher?

- Yes
- No

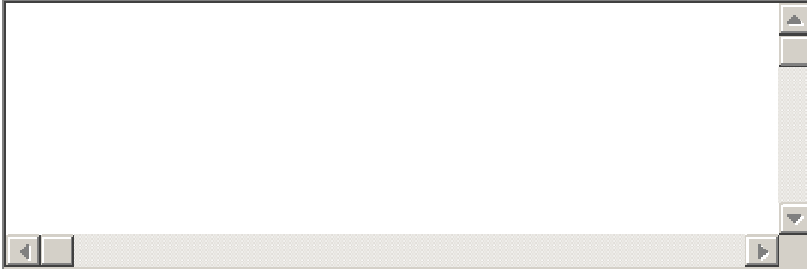
If YES, please describe or explain:



Does the course use any synchronous instructor/student interaction?

- Yes
- No

If YES, please describe or explain:



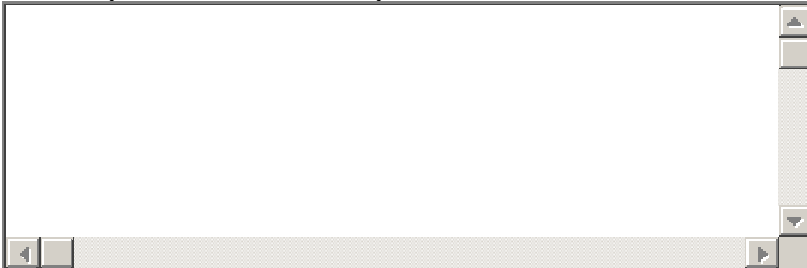
If YES, is the synchronous component optional or mandatory?

- Optional
- Mandatory

Is any course content or instructor communication done by individual emails or by posting online?

- Yes
- No

If YES, please describe or explain:



Are there any unresolved copyright issues apparent with regard to the materials used in this course?

- Yes
- No

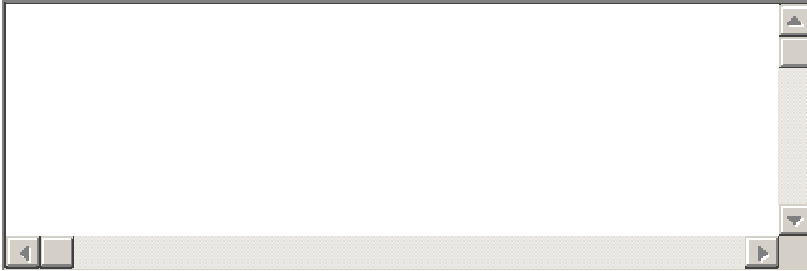
If YES, please describe or explain:

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Are there any course materials or activities located outside the course website?

- Yes
- No

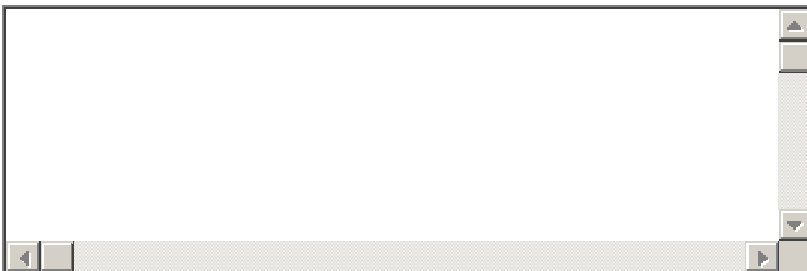
If YES, please explain what they are and how to access them:

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How often per week are students required to interact online with the instructor or other students?

Is student interaction(e.g., on discussion boards and forums, or various forms of group work) appropriate in this course? If NO, please explain.

- Yes
- No

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Identify any areas and/or issues in this course that you want feedback from the review team:

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Please provide any other information you want the Review Team to know about your course.

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Do NOT click Submit. Instead, save this file and email it to your review chair.