

## Course Review Quality Assurance Checklist

This checklist is designed to be used when reviewing an online course.

Course Reviewed: \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Standard	Status	Feedback
<p><b>1. Follow SAU Course Template (Bold elements required)</b> The SAU Course Template is used to ensure the course has a consistent and intuitive navigation system enabling students to quickly locate course information and materials.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Standard met</li> <li><input type="radio"/> Standard met if modified</li> <li><input type="radio"/> Standard not met</li> </ul>	
<p><b>2. Course Tour/Orientation and Instructor Intro</b> A course orientation and instructor introduction are used to familiarize the students with the course and instructor.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Standard met</li> <li><input type="radio"/> Standard met if modified</li> <li><input type="radio"/> Standard not met</li> </ul>	
<p><b>3. Instructor Communication Policy and Virtual Office Hours</b> Instructor response time and availability is clearly communicated to the student.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Standard met</li> <li><input type="radio"/> Standard met if modified</li> <li><input type="radio"/> Standard not met</li> </ul>	
<p><b>4. Learning Objectives</b> The course contains learning goals and objectives for module/unit 1.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Standard met</li> <li><input type="radio"/> Standard met if modified</li> <li><input type="radio"/> Standard not met</li> </ul>	
<p><b>5. Learning Activities and Assessments</b> The course learning activities and assessments for module/unit 1 are easily navigated enabling students to quickly locate learning activities and assessments (e.g., a learning guide for each module, unit, chapter, or week).</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Standard met</li> <li><input type="radio"/> Standard met if modified</li> <li><input type="radio"/> Standard not met</li> </ul>	