

## Distance Education Course Proposal Required Statement Checklist

### Directions:

Copy the relevant sections of your syllabus to address each lettered statement. The boxes provide directions or explanations and should be deleted once addressed.

### Required Questions

- A. Clear statement on how online office hours are conducted; to include ways in which instructor(s) may be contacted.
- Office hours expectations are defined in the [faculty collective bargaining agreement](#) in Article 23, Section A, Item 1.C. To account for online courses, faculty may substitute one hour of office time for a virtual office hour per online course up to a total of three hours according to the [Office Hours Pilot](#). This pilot program is subject to change.
  - Include your contact information, office hours, and timeframe in which students should expect a reply.
- B. The minimum level of student preparation needed, and if applicable, prerequisites are clearly stated.
- This section is for student non-technical skills such as organization, discipline, etc. A statement indicating prerequisites for the course or a statement indicating there are no prerequisites is required in the syllabus.
- C. The minimum technical skills needed for students to be successful.
- Consider all the technical tools utilized in the course and write a statement to address the minimum technical skills students need to be successful. Consider directing students to training resources if they are unsure of meeting the minimum skill requirements. Here is a suggested statement:  
Students are expected to be competent in the use of computers, the World Wide Web, and commonly used software programs such as the Microsoft Office Suite of applications and Adobe PDF readers. In addition, students should be able to utilize a web-camera and microphone.
- D. Clear statement on required hardware (i.e. PC or Mac, webcam) and software (i.e. version of operating system or word processing software)
- At a minimum, this section should reference the University helpdesk recommended computer configuration. Depending on the tools used in the course, this section may also include additional items such as a web camera and microphone for video conferencing or exam proctoring. Here is a suggested statement:

You are expected to have a computer system that meets the minimum expectations as outlined by West Chester University Information Services on the [Recommend Computer Specs for Windows Computer webpage](#). You need a working web-camera and microphone.

- E. Method of assessment/evaluation for measuring course objectives via the distance education format.
- The [Policy on Required Course Information, Evaluations, and Syllabi](#) and [Assessment of Student Learning](#) both address what should be included regarding assessment. In addition to assessment explanations, The Office of Digital Learning and Innovation recommends the use of an assessment table, which includes the name of the major course assessments, their percentage of the final course grade, and their connections to the course and program objectives. Here is an example table:

Name of Assessment	Percentage of Final Grade	Course Objectives Met	Program Objectives Met
Quizzes (10)	20%	A, C, and E	1 and 3
Add more rows as needed			

- F. Method for instructing students on how to access resources at a distance.
- This item includes more than just the library. Other student and academic support services should also be listed. Here is a suggested statement:

The West Chester University Library makes resources available to distance education students. Please review their [Library Services for Distance Students website](#) for specific information.

The University also has academic and student services available. You can view the list of services on the [Ram's Eye Services List](#).

- G. Method for informing students of the technical support offered, including contacts to help resolve technical problems.
- At a minimum, this section should include current contact information for the student Helpdesk and Distance Education Support line. Here is a suggested statement:

General Technical Support – IT Helpdesk  
 Call 610-436-3350  
 Email [helpdesk@wcupa.edu](mailto:helpdesk@wcupa.edu)

Distance Education Support  
 Call 610-436-3373  
 Email [distanceed@wcupa.edu](mailto:distanceed@wcupa.edu)

Additional technical support information will be provided for tools as needed throughout the course.

- H. Method for insuring the integrity of evaluation methods, including information about proctored, exams if required.
- Item 9 of the [Policy on Required Course Information, Evaluations, and Syllabi](#) addresses policies. Describe for students the integrity methods in use in the course as well as student academic integrity expectations. Select and use the appropriate statements from the ones listed below:

You will be required to use your D2L log-in and password to access course information.

Examity or Proctorio will be used for exam proctoring.

TurnItIn will be used to check for plagiarism of all assignments submitted to the assignment tool.

Synchronous sessions will be used to check for understanding of course content.

- I. Method for communicating expectations for participation in online discussions, email, and other forms of communication.
- The required email policy statement of item 11 of the [Policy on Required Course Information, Evaluations, and Syllabi](#) is expected along with further explanation regarding other communication methods utilized in the course such as announcements or discussions.
- 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.
- Item 7 of the [Policy on Required Course Information, Evaluations, and Syllabi](#) requires a course outline. Distance Education courses must also include due dates and a schedule of face to face attendance for blended courses.
- K. Method for ensuring appropriate student to student and student to faculty interaction through appropriate course design.
- Interaction has an added level of importance in the digital environment. Students should have regular opportunities to interact with other students and with the instructor. Copy and paste the relevant elements of your syllabus that make clear where this interaction occurs.
- L. Method for addressing issues related to students who fall under the Americans with Disabilities Act
- Item 10 of the [Policy on Required Course Information, Evaluations, and Syllabi](#) requires the ADA policy statement be included in a syllabus.
- M. Department certification or statement that faculty assigned to this distance education course will have either taught an online course previously or undergone appropriate training before the start of the semester in which the course is offered
- This item is addressed via the CAPC Distance Education Training Credential. Faculty will include a copy of their DE Training Credential during the submission of the CAPC application in the CIM system. The training credential is earned by completing the Online Faculty Development Program. The credential expires after five years unless renewed through a renewal activity listed on the Office of Digital Learning & Innovation website.

N. Verification of Student Identity:

- Indicate which method from the options below:

Department certifies that the identity of a student who participates in coursework is verified by using, at the option of the instructor, methods such as - (i) a secure login and pass code (i.e. Desire2Learn); (ii) proctored examinations; and (iii) new or other technologies and practices that are effective in verifying student identification.

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