

Distance Learning Course Structure

Important Course Information

- Update syllabus (Course syllabus handout)
 - SACS requirements to include:
 - Clear course goal and purpose
 - Focused and measurable learning outcomes (Bloom's handout)
 - Course assessments aligned to learning outcomes (Design Matrix handout)
 - Clear course grading criteria
- Include standardized Online Orientation document (modified for course)
- Determine Course Schedule & Assignments (Course Flow and Schedule handout)

Instructional Sessions – General Outline:

- The following outline (overview, content, assignments/assessment, and summary) will be used for all course development.
- This proposed outline is a guide to the extent that it constitutes the minimum elements that will be present in each course session/module of instruction.
- **Overview** of session's topic and activities
 - Introduce the information to be covered during this instructional session
 - Include brief narrative of why this topic(s) is important to learner or how topic(s) may relate to previously covered content
 - Include listing of week's outcomes(s)
- **Session content** can include:
 - textbook readings,
 - PowerPoint presentations,
 - Video/audio clips or animations that present the instructional information for the session
 - Consider developing a study guide or note taking guide to facilitate the student's focus on the important information
- **Session Assignments/Assessments** include the assignments or activities the learner is expected to accomplish during the session to practice or reinforce the instructional content covered during the session
 - Quiz, Paper, Reading assignment, Interactive maps, Lab activity, Discussion, Chat, Dropbox, etc.
- **Summary** of session's topic(s) and activities
 - Review session topic(s)/objective(s)
 - Review why this topic(s) is important and how topic(s) relates to previously covered content and/or next modules content.
 - Review what activities or assignments learner is expected to complete during module and when and where assignments are due