

City Tech Online Advisory Council Assessment Rubric

Online and partially online courses integrate a skillful blend of pedagogy, technology, and artistry. Since these courses rely on engaging the learner at a distance, it is highly recommended that the following areas are addressed. When assessing the online or partially online course, place a check next to each item included in the course.

Note that in some sections, it is not necessary, or even advantageous to have content for every item. However, each area should be well represented.

NOTE: THIS INSTRUMENT IS TO BE USED SOLELY FOR THE ASSESSMENT OF ONLINE COURSES AND PARTS OF COURSES DELIVERED ONLINE. IT IS INTENDED TO PROVIDE GUIDANCE FOR THE IMPROVEMENT OF ONLINE INSTRUCTION. IT IS NOT TO BE USED FOR THE EVALUATION OF TEACHING OR AS PART OF CLASSROOM OBSERVATIONS OR ANNUAL EVALUATION OF FACULTY.

Contact Information

- Contact information for the instructor
- Contact information for the department
- Contact information for student support services
- Online office hours
- Physical office hours

Syllabus

- Description
- Learning objectives
- Requirements
- Assignment deadlines
- Grading policies
- Schedule of weekly topics
- Calendar of assignments
- Attendance policies
- Online component description
- Technology prerequisites
- Online and print resources
- Text book and/or reading materials

Course Content

- In the case of partially online courses, an appropriate balance of face-to-face and online sessions, for the nature of the course
- Lectures
- Documents
- Assignments that encourage critical reflection
- Assignments that support multiple learning styles,
- Assignments that support creative problem solving,
- Assignments that support locating and critically evaluating outside information sources
- Real-life activities that support situated learning

Online Layout

- Well-organized structure

- Easy to navigate

Online resources

- Current
- Easily accessed
- Relevance of material to the course objectives

Student Assessment

- Instruments that reflect measurable learning objectives
- Instruments appropriate to an online environment:
 - E-portfolios
 - Creation of Web sites
 - Projects
 - Papers
- Prompt feedback from instructor
- Appropriate feedback from instructor
- Opportunities for peer reflection and critiques

Interactivity

- Group activities
- Discussion boards
- Blogs
- Wiki
- Real time interaction text (chat)
- Real time interaction audio (Wimba)
- Online feedback surveys
- Effective articulation between lecture/in-class activities and web activities in partially online courses

Technology-enhanced learning

- Imagery
- Audio
- Video
- Simulations
- Hyperlinks
- Multimedia that supports multiple learning styles