

ONLINE COURSE PEER REVIEW – INSTRUCTOR WORKSHEET

This worksheet is designed for the self-reporting component of the peer review process. It is intended for the course designer/instructor to provide information about the course that will assist the peer reviewers.

1. Instructor Name: _____ Date: _____
2. Course Name, Number and Section: _____
3. Semester of course to be reviewed: _____
4. Date of last review: _____
5. Date when reviewers may enter the course: _____
6. Are “electronic office hours” posted inside this course? ___Yes ___No
7. Does the course use a publisher’s e-pack? ___Yes ___No
8. Does the course use a publisher’s website? ___Yes ___No
9. Are you the primary designer for this course? ___Yes ___No
If no, please list the name(s) of the primary designer(s) _____
10. Does the course syllabus information match the official course outline for the following:
Course description: ___Yes ___No Prerequisites: ___Yes ___No
Course outcomes: ___Yes ___No Disabilities statement: ___Yes ___No
11. Is the course syllabus available:
 - a. online for public review prior to the beginning of the term? ___Yes ___No
 - b. in an easy-to-find location within the course? ___Yes ___No
12. Information about textbooks and course content:
 - a. Does the course use a traditional textbook? ___Yes ___No
 - b. Does the course use an e-book? ___Yes ___No
 - c. Does the course rely primarily on instructor-created electronic materials? (i.e. no book?)
___Yes ___No
13. Does the course utilize audio/visual components?
 - Commercially produced components via CD-ROM or DVD or similar media?
 - Audio/visual learning objects available on the Internet?
 - College/instructor produced audio/visual components?
 - Other _____
14. Are the following “global” links available to students inside your course?
 - a. Email ___Yes ___No
 - b. Calendar ___Yes ___No
 - c. Journal ___Yes ___No
 - d. Locker ___Yes ___No
 - e. Help ___Yes ___No
 - f. Links ___Yes ___No

g. FAQ Yes No

h. Logout Yes No

15. Have you received any training (workshops, courses, etc.) related to electronic accessibility issues (ADA, section 508)? Yes No

If yes, please describe _____

16. Does the online course require or allow synchronous instructor/student interaction?

Required: Yes No

Allowed: Yes No

17. Does the online course require or allow synchronous student/student interaction?

Required: Yes No

Allowed: Yes No

18. Does the online course require or allow asynchronous instructor/student interaction such as electronic discussion board?

Required: Yes No

Allowed: Yes No

19. Are there any unresolved copyright issues regarding the materials used in this course?

Yes No

If yes, what steps are being taken for permissions?

20. Are all of the online instructional materials that a student would access over the duration of the term incorporated into the course website and accessible to the review team? Yes No

21. Describe any instructional features/materials used outside the course and provide links to any textbook websites used:

Please note that you may be requested to supply course materials such as textbooks, CD's, etc. to the peer review team leader.

22. Do you use a student mentor for this course? Yes No

23. Do you require students to find and utilize a proctor for any of the required coursework?

Yes No

24. Are there any particular areas and/or issues in this course where you would like feedback from the review team? Yes No

If yes, please describe: _____

Instructor signature: _____

Please return the completed form to your Peer Review Team Leader.