Code: _____

Title: _____

Lecturer/Developer: _____

AFRICA INTERNATIONAL UNIVERSITY

COURSE INTRODUCTION/ORGANIZATION

1

Required		**A complete course syllabus**
	Including	Instructor contact information
		Office Hours online and face to face
		Course information
		*Text/materials required
		*Prereq's and description
		Course schedule
		Grading Policy (rationale for grading all assessments)
		*including policy for late assignments, makeup, etc.
		Technical requirements/support

2

Required		**Orientation to the course**
	Including	Welcome message
		Introduction to the course and it's structure
		Instructions to navigate through course (consistency is key)
		Student expectations; preferred mode of communication
		Submission of assignments
		Testing procedures
		Information on student support services
		Student accountability and honor code

3

Suggested		**Netiquette (etiquette expectations) all forms of communication**
Suggested		**Instructor self-introduction**
		Student self -introduction
Suggested		**Technical requirements**
		Technical competencies (if required to complete the course)
Optional		**FAQ's and Tips for Success**
Optional		**Cultural Diversity**
		Site is appropriate for English-language learners, free from cultural bias, and minimizes use of local slang or common expressions.

LEARNING OBJECTIVES/ COURSE CONTENT

4

Required		Course goals and objectives/outcomes are present and clearly stated to the learner with instructions.
Required		Content is "chunked" and sequenced in a manner that enables learners to achieve the stated goals.
Required		Module objectives (units) are clearly presented to the learner and are aligned with the larger course objective
Required		Purpose of learning activities and assignments is clearly presented.
Suggested		Outcomes should demonstrate content mastery appropriate to the level of the course, critical thinking skills, and core learning skills.

	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11	Lesson 12	Lesson 13	Lesson 14
Objectives														
Introduction														
Content														
Chunked														
Conclusion/Review														

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5 LEARNING ASSESSMENT / ACTIVITIES

Required		Assessments are aligned with learning objectives and are appropriate for measuring outcomes.
Required		A grading scale that defines grades/weights should be provided including penalties assessed to grades.
Required		Explanation of grading rationale for each graded assignment should be provided.
Suggested		Assessments and evaluations use multiple methods: quizzes, tests, discussion, essays, projects, etc.
		and are designed and administered to uphold academic integrity and are conducted in an ongoing basis throughout
		the semester.
Suggested		A variety of ways for learners to demonstrate knowledge is provided.i.e. "Self check" quizzes or practice assignments.

	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11	Lesson 12	Lesson 13	Lesson 14
No of Activities														
Assignments														
Forums														
Case Study														
Quiz														
Term Papers														

6 RESOURCES/MATERIALS

Required		Course materials and resources are integrated appropriately and provide a base support
		to achieve learning outcomes.
Required		The level of supporting materials is appropriate for the level of the course.
Suggested		Course abides by copyright and fair use laws using the appropriate citations for all sources.

	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10	Lesson 11	Lesson 12	Lesson 13	Lesson 14
Resource Count														
Lecture Notes														
Book														
Book Chapter														
Journal Article														
Video														
Audio														
Website/Web Page														
Scorm														
MS Teams Link														

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7 COLLABORATION/PARTICIPATION

Required		Instructor provides the purpose of group interaction with course objective along with student expectations.
Required		Student participation should be defined and measured for quality. Mechanism for measuring quality should be provided.
Required		Learning activities foster instructor-student, content-student, and student-student interaction.
Required		Instructor provides variety of tools to promote collaboration; group projects, tasks, discussion board, live chat.
Suggested		Instructor provides the opportunity to develop a community of learners through meaningful tasks.
Suggested		Instructor will monitor group interaction to keep groups on task.

8 TECHNOLOGY

Required		Audio files have a specific purpose directed toward course goals and objectives.
Suggested		Audio player is compatible with operating systems and requires only standard free, plug-in. Download instructions are included.
Suggested		Audio files are clear and download easily.
Required		Video files have a specific purpose directed toward course goals and objectives.
Suggested		Video player is compatible with multiple operating systems and requires only standard plug-in. Download instructions are included.
Suggested		Video quality is clear, files download easily including computers with lower bandwidths.

9 LEARNER SUPPORT

Suggested		Students are provided with resources to support their online learning experience, which are easily accessed within the site. (i.e links to library services, writing assistance, tutorials on course software, etc.)
Suggested		Links to institutional/program information and /or policies and procedures are provided (i.e. Student Information Guide)
Suggested		Links to tutorials and other Blackboard support sites (i.e. New Student Orientation, e-learning Users Manual)

10 ACCESSIBILITY

Required		Statement for Compliance should be provided referencing the appropriate department for services.
Suggested		Content can be provided in formats accessible to persons with disabilities. A written transcript is provided with audio and video files.
Suggested		Font type, size, and color are readable and consistent throughout the site.