

Going Virtual: Course Worksheet

Please take a few minutes to describe the course you would like to move online. Please be as thorough as possible with your answers.

Course Title: _____

- I have:** Taught this course before in a traditional classroom
 Taught this course using the web as an enhancement (materials online, some requirement of students to use the web)
 Taught this course in a blended fashion (significant portion online)
 Never taught this course before

Audience Description: _____

Course Goal: _____

Course Objectives: _____

Description of Assessment Methods and Course Activities: _____

Prerequisites: _____

General Course Outline:

I. First Major Topic or Unit _____

A. First Subtopic _____

B. Second Subtopic _____

C. Third Subtopic _____

D. Fourth Subtopic _____

II. First Major Topic or Unit _____

A. First Subtopic _____

B. Second Subtopic _____

C. Third Subtopic _____

D. Fourth Subtopic _____

III. First Major Topic or Unit _____

A. First Subtopic _____

B. Second Subtopic _____

C. Third Subtopic _____

D. Fourth Subtopic _____

IV. First Major Topic or Unit _____

A. First Subtopic _____

B. Second Subtopic _____

C. Third Subtopic _____

D. Fourth Subtopic _____

Organization of Subtopics:

Overview: Provide a short description of what will be covered in this section, including an explanation of why it is important. It is strongly recommended that you provide micro-objectives for the subtopic. In other words, what is the student responsible for knowing at the end of this section?

Reading Assignment: Clearly explain the reading that the students are responsible for covering in this section. If you are providing copies of articles, journals, or other reading materials make sure to include them as links to this item. If you are referring students to online resources, link them below as an External Link and explain in this section that they are below.

Instructor Provided Content: If you are providing a PowerPoint Presentation or other materials, you can provide them in a separate section or include them with the reading assignment above.

Quiz Over Reading: It is strongly suggested that you provide a series of small assignments to engage your students in the course. An excellent opportunity is to have a

small quiz that covers the most important aspects of the content for this section. This quiz should be short 5 to 15 questions. The sum of all quizzes in the class should be worth between 15 to 30% of the overall grade.

Assignment / Activities: It is very important to be specific about what you want your students to do and how they are to submit the assignment to you. It helps if you explain what the outcome should be and how you are grading the activity.

Reflection on Learning: The literature supports having students reflect on what they learned and share that with their classmates. One method to encourage this it to provide a discussion board for each subtopic and have students simply reflect on what they learned or respond to an instructor provided question.
