

## Arts and Sciences Distance Education Online Course Component Technical Review Checklist

**Course:** Political Science 2400, Introduction to Political Theory

**Instructor:** Mike Neblo, [neblo.1@osu.edu](mailto:neblo.1@osu.edu)

**Summary:** This proposal is to convert an existing on-campus course to a 100% online course. The faculty member will be using Carmen as the course platform for content distribution. All assessments will be performed via Carmen and student discussions will happen based on weekly themes within Carmen via the Carmen Discussion Board. The professor has been in communication with ASCTech in regards to any assistance in getting the distance components of the course designed and produced.

### COURSE TECHNOLOGY

Standard	Yes	Yes with Revisions	No	Feedback/Recommendations
1. The tools and media support the course learning objectives.	✓			Online lectures will be delivered through Carmen. Online short answer quizzes, essay mid-terms and exams will be used to assess learning.
2. Course tools and media support student engagement and guide the student to become an active learner.	✓			Weekly readings along with a weekly topic will be posted for students to participate in online discussions via Carmen. Students will communicate with the professor through emails. The professor will use News Items within Carmen to communicate new course content with the students.
3. Navigation throughout the online components of the course is logical, consistent, and efficient.	✓			Course materials are organized within Carmen to match the syllabus.
4. Students can readily access the technologies required in the course.	✓			Carmen will be used. No special equipment or software is required.
5. The course technologies are current.	✓			Yes

6. Funding and support for the course technologies are sustainable for future sections of the course.		✓		Captioning may be required for video lectures for this course. OSU's office of Disability Services charges \$50/hr. for captioning. It is unclear how this cost would be covered?  This course uses standard OSU platforms for delivery.
7. The course technologies, tools and media will be evaluated and updated as underlying technologies, platforms and approaches change.		✓		Carmen will be used to teach this course. Recommend that the students for the course be surveyed on the technology used in the course and that the course technology be modified based on student feedback each time it is taught.
8. The course instructions articulate or link to a clear description of the technical support offered and how to access it.		✓		The faculty member should add an overview and instructions for students to access Carmen technical support. (8-Help)  <a href="https://carmen-services.it.ohio-state.edu/carmen-help/students/">https://carmen-services.it.ohio-state.edu/carmen-help/students/</a>
9. Course instructions articulate or link to the institution's accessibility policies and services.		✓		The faculty member should include a link to OSU accessibility page on the syllabus.  <a href="http://ada.osu.edu/resources/Links.htm">http://ada.osu.edu/resources/Links.htm</a>
10. Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help students succeed in the course and how students can access the services.		✓		The faculty member should add to the syllabus an overview and contact information for the student academic services offered on the OSU main campus.  <a href="http://artsandsciences.osu.edu/current-students/university-resources">http://artsandsciences.osu.edu/current-students/university-resources</a>
11. Course instructions articulate or link to an explanation of how the institution's student support services can help students succeed and how students can access these services.		✓		The faculty member should add to the syllabus an overview and contact information for student services offered on the OSU main campus.  <a href="http://ssc.osu.edu">http://ssc.osu.edu</a>

**Reviewer Information**

- Date Reviewed: October 9th, 2013
- Reviewed By: Diane Dagefoerde, Mike Kaylor