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

**Course: Linguistics 2000 Date Reviewed:** **02/03/14**

**Instructor: Jefferson Barlow Reviewed By: Mike Kaylor**

**Summary: Autumn 2014 Course**

**COURSE TECHNOLOGY – LEARNER SUPPORT**

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| **Standard** | **Yes** | **Yes**  **with Revisions** | **No** | **Feedback/Recommendations** |
| 1. The tools and media support the course learning objectives. | ✔ |  |  | Live lectures will be delivered through Carmen Connect. Course materials can be accessed both synchronously and asynchronously through Carmen. |
| 1. Course tools and media support student engagement and guide the student to become an active learner. | ✔ |  |  | Carmen quizzes will be used to help reinforce concepts for subsequent homework assignments. Carmen discussion board posts will be required for some activities. Lectures will include class discussions, breakout discussions with small groups, and quick response polls. Recordings of the lectures will be posted for students to review within Carmen. Weekly pre-scheduled synchronous office hours will be held through Carmen Connect. Instructor is also available by email. |
| 1. Navigation throughout the online components of the course is logical, consistent, and efficient. | ✔ |  |  | Course materials will be organized within Carmen to match the syllabus. It is recommended that the breakdown of activities reflected on the physical syllabus be mirrored in Carmen to ensure consistent navigation though the course. |
| 1. Students can readily access the technologies required in the course. | ✔ |  |  | Both Carmen and Carmen Connect will be used to teach this course. Students are not required to have any user accounts outside of their OSU account. As outlined on the syllabus, a webcam and microphone are also required technology for this course. |
| 1. The course technologies are current. | ✔ |  |  | Yes, Carmen and Carmen Connect are both current OSU technologies. |
| 1. Funding and support for the course technologies are sustainable for future sections of the course. | ✔ |  |  | Upon request, captioning could be required for the video recordings posted for this course. OSU’s office of Disability Services charges $50/hr. for captioning. It is not clear at this time if this is required or how this would be funded? |
| 1. 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 technology be modified based on student feedback each time the course is taught. What did and did not work for the students. |
| 1. 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 and Carmen Connect technical support. (8-Help)  <https://carmen-services.it.ohio-state.edu/carmen-help/students/> |
| 1. 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.  <http://ada.osu.edu/resources/Links.htm> |
| 1. 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.  <http://artsandsciences.osu.edu/current-students/university-resources> |
| 1. 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.  <http://ssc.osu.edu> |