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

**Course:** Mike Kaylor

**Instructor:** Cricket Keating

**Summary:** WGSS 4597 Online Course

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| **Standard - Course Technology** | **Yes** | **Yes with Revisions** | **No** | **Feedback/recommendations** |
| 6.1 The tools used in the course support the learning objectives and competencies. | **✓** |  |  | All tools and media that will be used in this course align to support the course learning objectives. This course and all content will be delivered through Carmen and Carmen Connect. This course will be synchronous online course. |
| 6.2 Course tools promote learner engagement and active learning. | **✓** |  |  | Student engagement activities and assignments included in the syllabus promote student engagement and active learning in the following ways:   * Students will participate in synchronous lecture/discussion sessions * Students will respond to forum readings * Students will respond to at least two peer discussion board posts weekly * Peer responses will also be required for the student discussion board postings * Students will be responsible for small group work assignments within Carmen Connect |
| 6.3 Technologies required in the course are readily obtainable. | **✓** |  |  | This online course will be delivered entirely through OSU’s core common tool set (Carmen, Carmen Connect). |
| 6.4 The course technologies are current. | **✓** |  |  | All course technologies explicitly listed in the syllabus are current and offered by OSU. |
| 6.5 Links are provided to privacy policies for all external tools required in the course. | **✓** |  |  | This course does not use any external tools. It will rely entirely on OSU’s core common tool set. |
| **Standard - Learner Support** |  |  |  |  |
| 7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it. | **✓** |  |  | Recommend that the below links be included in the “Course Technology” section of the syllabus to address all technical support needs of students.  <https://odee.osu.edu/resourcecenter/carmen>  https://odee.osu.edu/resourcecenter/carmenconnect |
| 7.2 Course instructions articulate or link to the institution’s accessibility policies and services. | **✓** |  |  | The below link should be included in the syllabus. The text for the accessibility statement should be in **BOLD** 18pt font.  <http://ada.osu.edu/resources/Links.htm> |
| 7.3 Course instructions articulate or link to an explanation of how the institution’s academic support services and resources can help learners succeed in the course and how learners can obtain them. | **✓** |  |  | 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> |
| 7.4 Course instructions articulate or link to an explanation of how the institution’s student services and resources can help learners succeed and how learners can obtain them. | **✓** |  |  | The faculty member should add to the syllabus an overview and contact information for student services offered on the OSU main campus. Recommend that this link be included in the “Other Course Policies” section of the syllabus. <http://ssc.osu.edu> |
| **Standard – Accessibility and Usability** |  |  |  |  |
| 8.1 Course navigation facilitates ease of use. | **✓** |  |  | Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content. Please see comments for further notes. |
| 8.2 Information is provided about the accessibility of all technologies required in the course. | **✓** |  |  | The OSU core common tool set used in this course meets the universities policies for accessibility. |
| 8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners. | **✓** |  |  | Recommend that resources be developed to address any requests for alternative means of access to course materials. These resources should be in formats that meet the needs of diverse learners. |
| 8.4 The course design facilitates readability | **✓** |  |  | Recommend using the Carmen Distance Learning Course Shell to provide a consistent student-user experience in terms of navigation and access to content. |
| 8.5 Course multimedia facilitate ease of use. | **✓** |  |  | All assignments and activities that use the core common tool set at Ohio State facilitate ease of use with embedded multimedia. |

**Reviewer Information**

* Date Reviewed: October 9, 2015
* Reviewed by: Mike Kaylor
* Comments: