

HCC ONLINE COURSE REVIEW RUBRIC – SCORE SHEET

Adapted from Maryland Online FIPSE Project and Lake Superior College

I. COURSE OVERVIEW AND INTRODUCTION

General Review Standard: The overall design of the course, navigational information, as well as course, instructor, and student information are made transparent to the student at the beginning of the course.

Specific Review Standard:	Points	Yes	No	Notes/Recommendations
I.1. There is a statement introducing the student to the course.	3			
I.2. Course layout, as designed by the instructor, is easy to navigate and understand.	3			
I.3. The syllabus contains the minimum requirements for HCC.	3			
I.4. Netiquette guidelines for the course, including etiquette regarding discussions and email communications, are clearly stated.	2			
I.5. A self-introduction by the instructor is available and appropriate.	1			
I.6. Students are requested to introduce themselves to the class	1			

II. LEARNING OBJECTIVES (COMPETENCIES)

General Review Standard: Learning objectives are clearly defined and explained. They assist the learner to focus on learning activities.

Specific Review Standards	Points	Yes	No	Notes/Recommendations
II.1. The learning outcomes or course objectives include the outcomes in the approved course outline. Any additional outcomes used are observable, measurable,	3			

and achievable.				
II.2. Instructions to students on how to meet the learning outcomes are adequate, clearly written, and easy to understand.	3			
II.3. Learning activities are relevant to course outcomes.	2			

III. ASSESSMENT AND MEASUREMENT

General Review Standard: Assessment strategies are established ways to measure effective learning, assess learner progress by reference to stated objectives, and are designed as essential to the learning process.

Specific Review Standards	Points	Yes	No	Notes/Recommendations
III.1. Multiple methods of assessment measure the achievement of stated course outcomes and learning objectives.	3			
III.2. The grading policy is easy to locate and understand.	3			
III.3. Assessment and measurement strategies provide appropriate feedback to the learner.	3			
III.4. The types of assessments selected are appropriate for the distance learning environment.	2			
III.5. The gradebook tool or alternative communication method is utilized so students may monitor their course progress.	1			
III. 6. The methods used for submitting assignments and instructor feedback ensure the privacy of student work.	1			

IV. RESOURCES AND MATERIALS

General Review Standard: Instructional materials are designed to be sufficiently comprehensive to achieve announced objectives and learning outcomes and are prepared by qualified persons competent in their fields. (Materials, other than standard textbooks are produced by recognized publishers, are prepared by the instructor or distance educators skilled in preparing materials for distance learning.)

Specific Review Standards	Points	Yes	No	Notes/Recommendations
IV.1. The instructional materials have sufficient depth in content and are sufficiently comprehensive for the student to learn the subject.	3			
IV.2. Resources and materials are presented in a format appropriate to the online environment and are easily accessible to and usable by the learners.	2			
IV.3. The course elements (learning content, instructional methods, technologies, and course materials) complement each other.	1			

V. LEARNER INTERACTION

General Review Standard: The effective design of instructor-learner interaction and meaningful learner cooperation is essential to learner motivation, intellectual commitment, and personal development.

Specific Review Standards	Points	Yes	No	Notes/Recommendations
V.1. The course design provides learning activities to foster instructor-student, student-content, and if appropriate student-student interaction.	3			
V.2. Student requirements for course interaction are clearly articulated.	3			
V.3. Clear standards are set for instructor response and availability (turnaround time for email, grades	2			

posted, etc.)				
V.4. The course design provides a variety of opportunities for interaction between instructor and learner.	2			
V.5. Directions for contacting the instructor are clear and specific.	2			

VI. COURSE TECHNOLOGY

General Review Standard: To enhance student learning, course technology enriches instruction and fosters student interactivity.

Specific Review Standards:	Points	Yes	No	Notes/Recommendations
VI.1. Selection and use of tools and media supports course outcomes and is integrated with texts and lesson assignments.	3			
VI.2. Selection and use of tools and media enhances learner interactivity and guides the student to become a more active learner.	2			
VI.3. The course includes a description of minimal technology needed by the student and contains links to any additional requirements.	2			
VI.4. Tools and media are compatible with existing standards of delivery modes.	2			
VI.5. The course technologies are economical and efficient.	1			

VII. LEARNER SUPPORT

General Review Standard: Courses are effectively supported for students through fully accessible modes of delivery, resources, and student support.

Specific Review Standard	Points	Yes	No	Notes/Recommendations
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VII.1 The course instructions articulate or link to a clear description of the technical support offered.	3			
VII.2. Course instructions articulate or link to an explanation of how the institution's academic support system can assist students in effectively using the resources provided.	2			
VIII.3. Course instructions articulate or link to an explanation of how the institution's student support services can assist students in effectively using the resources provided.	2			

VIII. ADA AND COPYRIGHT COMPLIANCE

General Review Standard: Access to course resources is in accordance with the American with Disabilities Act (ADA) and U.S. copyright laws are followed.

Specific Review Standards:	Points	Yes	No	Notes/Recommendations
VIII.1. The course acknowledges the importance of ADA requirements.	3			
VIII.2. The course has evidence of effort to recognize the importance of ADA requirements.	1			
VIII.3. All resources and materials used in the online course are appropriately cited.	3			