

**HSU eLearning Quality Assurance Policy**  
**Appendix B**  
**eLearning Required Course Features and Sample Schedules**

**Required Course Features**

Instructors will create, with the assistance of the instructional designer and technical staff, the following eLearning course features:

1. A comprehensive course syllabus designed around one or more required textbooks or other learning materials  
Open textbooks or open education resources encouraged.
2. At least one video overview of the class for prospective students to view
3. An instructor biography with a personal photograph
4. Clearly articulated academic outcomes and requirements (e.g. student learning outcomes, course assignments, participation requirements, examinations, and evaluation rubrics)
5. Clearly articulated expectations for both student and instructor interaction expectations.
6. Instructional modules for each week of the course that include components of theory, practice, and assessment.
7. An introductory set of activities ("Module 0" or a "Week Zero") that introduce the student to the course and provide opportunities to learn how the course works.
8. Full ADA compliance (e.g. alt tags for images, video captioning, text equivalents for audio and multimedia).
9. A Learning Management System grade book.
10. Appropriate strategies to promote academic honesty.
11. Appropriate copyright clearance or fair use standards (TEACH Act of 2002) for all online materials.

**eLearning Course Development Sample Schedules**

<b>PROCESS</b>	<b>PEOPLE</b>	<b>TOOLS</b>	<b>PRODUCT</b>	<b>TIMELINE</b>	<b>DUE DATE</b>
<b>Plan</b>	- Dept. Chair - Instructor - Dir of Academic Tech - Instructional Designer	- Course Materials - Textbooks - Syllabus	- Course Outline - Online Syllabus	1 - 2 Weeks	<i>Developed During:</i> Summer - Due June 1 Fall - Due Oct. 1 Spring - Due Feb. 1
<b>Design</b>	- Instructor - Instructional Designer	- Design checklist - Templates	- Course plan - Storyboards	1 - 2 Weeks	Summer - Due June 15 Fall - Due Oct. 15 Spring - Due Feb. 15
<b>Develop</b>	- Instructor - Instructional Designer - Media specialists	- Development guide - Course plan - Copyright forms	- Course content fully developed	4 - 6 Weeks	Summer - Due July 15 Fall - Due Nov. 15 Spring - Due April. 15
<b>Review</b>	- Inst. Design Team - ATI (Accessibility) - Peer review	- Course evaluation rubric	- Evaluation report or Course sign-off	1 - 2 Weeks	Summer - Due July 22 Fall - Due Nov. 22 Spring - Due April 22
<b>Revise</b>	- Instructor - Instructional Designer - Needed support	- Course evaluation rubric	- Course sign-off	2 - 3 Weeks	Summer - Due Aug. 1 Fall - Due Dec. 1 Spring - Due May 1