

Penn State Quality Assurance e-Learning Design Standards
Instructor Input Worksheet

The Penn State Quality Assurance e-Learning Design Standards are intended to provide a measure of quality assurance for online courses in order to serve the e-learning needs of Penn State students. These standards are directed to departments and colleges that wish to share online courses with other campuses or with students external to a Penn State geographic location via Penn State's World Campus or e-Learning Cooperative.

This worksheet represents the self-reporting component of the peer course review process. It is designed for the Course Faculty Developer to provide additional information about the course that will assist the Peer Course Review Team.

1. Instructor name: _____

2. Members of the course development team (including the author):

3. Course name and number (e.g., EARTH 101): _____

4. Course title (e.g., Introduction to the Atmosphere): _____

5. Course Web site URL: _____

6. What computer platform can be used to take this course?

Mac Version? _____

Windows Version? _____

7. Are there any required face-to-face components to this course?

Yes No

If yes, please describe:

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8. Are students sent any correspondence prior to the course?

Yes No

If yes, please describe:

9. Is the syllabus part of the course Web site?

Yes No

If not, where is it located?

10. Other than the course Web site, what additional materials, if any, are required for this course? (e.g., texts, DVDs, podcasts)

11. What supplemental materials, if any, are available for this course? (e.g. textbook publisher's Web site, supplemental texts)

12. What special computer skills, technologies, or passwords are required in order for the reviewers to access the course?

13. Does the course require any real-time (i.e., synchronous) instructor/student interaction?

Yes No

If yes, please describe:

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14. Do all course communications take place within the course Web site?

Yes No

If not, please list the other methods of course communication:

15. Has copyright permission been obtained for all “external” resources used in this course?

Yes No

If no, please explain:

16. Is student-to-student interaction required in this course?

Yes No

If yes, please describe how this takes place:

17. Is this course part of a certificate or degree program?

Yes No

If yes, please describe how this course fits in the program:

18. Are there any parts of the course in ANGEL?

Yes No

If yes, please describe:

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19. Identify any particular areas and/or issues in this course that you want to ask for feedback from the Review Team:

20. Please provide any other information you want to communicate to the Review Team about your course:
