Bowie State University
Online/Hybrid Course Evaluation

Online & Hybrid Instructor Worksheet

You must complete this worksheet to initiate the Peer Course Review for your online/hybrid course. This worksheet is designed to provide the team with initial and supplemental information about the course, and represents the self-reporting component of the peer review process.

Instructor Name: Email:

Course Title: Course ID:

Department: College:

1. Who is the creator of the course?

2. Who is the instructor of the course?

3. Are students required to complete a tutorial or orientation on the use of the LMS prior to beginning the course?

4. Is your course online or hybrid?

5. If this is a hybrid course, what is the approximate proportion of face-to-face time (e.g., 50%)?

6. Please check any face-to-face components for your online/hybrid course:

    Orientation   Proctored exam(s)   Lab

    Lecture / presentation   Discussion   Other:

7. What is the primary source of the course objectives or expected outcomes?

    - Created by the instructor
    - Created by the department
    - Mandated by the institution
    - Other:

    Please attach or copy a list of the course-level objectives and the module objectives for one or more course units.

8. Is the syllabus the standard syllabus developed by Bowie State University? If yes, are you required to use it?

9. Does the course use a standard textbook? If no, please describe or explain.

10. List the major instructional materials required in the course (e.g., textbook, etc.):

In your response, explain why the selected instructional materials in the course were chosen to achieve the course objectives or outcomes and address the breadth, depth and currency of these materials.

11. Does the course use audio/visual components?

- Commercially produced telecourse components via CD-ROM, VHS or DVD?
- Audio/visual learning objects or links to audio/visual components on the Internet?
- College/instructor produced audio/visual components?
- Publisher produced audio/visual components?
- Other (please explain):

12. Are there any special computer skills or technologies required in order for the reviewers to access the course? If yes, please explain:

13. Does the course use support materials (other than audio/visual) provided by the textbook publisher? If yes, please explain:

14. Does the course use any synchronous or live classroom tool to facilitate instructor-student interaction? If yes, please explain. If yes, is the component optional or mandatory?

15. Is any course content or instructor communication done by individual emails or by posting online? If yes, please describe or explain:

16. Are there any unresolved copyright issues apparent with regard to the materials used in the course? If yes, please describe or explain:

17. Are there any course materials or activities located outside the course website? If yes, please explain what they are and how to access them:

18. How often per week are students required to interact online with the instructor or other students?

19. Describe how student-to-student interaction (e.g., discussion boards, group work, etc.) is appropriate in this course:

20. Please provide any other information you want to communicate to the review team about your course.

Date finalized collection of this information:

Signed (print name):