HU-TEACH Instructor Worksheet*

Instructions: Please complete this sheet to provide background information for your reviewers so that they can evaluate your redesigned course site in the appropriate context. Also, use this worksheet to ensure that you have included all of the information reviewers need to see in your syllabus.

Basic Course Information

1. Your Full Name: Emily Blank
2. Department: Economics
3. School/College: COAS
4. Course Title and Number (e.g., ENGL 114 College Grammar): Econ788 (Economics of Black Community Development, WRTNG)
5. Course Access URL (e.g., http://www.blackboard.howard.edu):
6. Percentage of instruction online:
   - □ 30%  X
   - □ 60%
   - □ 100%
7. Did anyone collaborate with you on the design of this course? If so, please provide the name(s) and email address(es). No
8. Is the course part of a sequence (e.g., BIOL 101 and 102)? If so, do all courses in the sequence use the same overall structure and technology? No
9. Is this syllabus a standard syllabus developed by your program or department? If so, are you required to use it? No, it’s my own syllabus

Course Tools, Policies, Requirements, Format

1. On which learning management system (e.g., Blackboard), if any, does your course reside? Blackboard
2. If none, what type of online platform is hosting your course (e.g., Facebook, PbWiki, or a personal website)?
3. If the course is not offered on Blackboard, please copy or link to the vendor’s statement certifying that the platform is accessible to students with disabilities.
4. Are you going to require students to complete a tutorial on the use of the platform prior to the beginning of the course? If so, include this information in the syllabus. Yes
5. Are you going to use tools and software other than, or in addition to, a learning management system to deliver the course? If so, include them in the syllabus. Yes, YouTube
6. In your syllabus, state any institutional accessibility policies that apply to online instruction. How do you plan to implement these policies in your course?
7. Are there any other course or institutional policies with which your students must comply? If so, include them in your syllabus.

*adapted from the Quality Matters “Instructor Worksheet—Sample” (© 2012 Maryland Online, Inc.) for use only at subscribing institutions such as Howard University
8. Is prerequisite knowledge in the discipline or are other competencies required in the course? If so, include them in your syllabus. Yes, the Principles of Economics Sequence

9. Are there general or specific technical or computer skills required for students to succeed in the course? If so, include them in your syllabus. No

10. Indicate the face-to-face or on-site components in your course (check ALL that apply):

   - Exams X
   - Labs
   - Clinical observation or tasks
   - Lectures X
   - Discussion X
   - Presentations X
   - Orientation X
   - No face-to-face components
   - Other (please specify):

**Course Learning Objectives, Materials, Technologies**

1. In your syllabus, list the course-level and/or module-level objectives for each unit of the course. Note: It may not be possible to complete the course review if measurable learning objectives are not present.

2. What is the source of the learning objectives?
   - X Created by the instructor
   - ☐ Mandated by the institution
   - ☐ Other (please specify):

3. Why are the learning objectives appropriate for the level of the course? This is an intermediate level course so application and analysis are appropriate. There will be some evaluation as well.

4. In your syllabus list the major instructional materials required in the course (e.g., textbook).

5. Why did you choose the instructional materials to achieve the course objectives? Comment on the currency of the materials and the variety of perspectives they represent. Some of the materials are primary historical sources and so are not current. A few other articles are not current, but are included because they are classics. The rest is current within the last 10 years. A variety of perspectives are included, especially politically.

6. Does the course use technologies such as audio/visual components, hardware, software, subscriptions, or plug-ins? If so, specify in your syllabus.

**Course Interaction Components**

1. Does the course include any real-time instructor/student interaction online or in the classroom? If so, briefly describe. If online, is the real-time component optional or mandatory? Yes, this course will only be 30% hybrid. Some lectures will be face to face. I also plan to have some guest
lecturers, plenty of discussion, at least 1 debate, sharing and group discussion of paper rough drafts, and pair/share/think activities.

2. In what ways are students required to interact online with the instructor? *Via the discussion board on Blackboard and by emailing me with questions.*

3. Are students asked to introduce themselves to the class online? If not, please explain why online introductions are not appropriate for your course. *Yes, I plan to ask them to produce portfolio homepages.*

4. Is online student-to-student interaction (e.g., on discussion boards or in group work) appropriate in this course? If not, please explain. *Yes, I expect them to comment on each others’ post in the Discussion Area.*

5. Are any course instructions, activities, instructional materials, or feedback provided by individual emails, the gradebook, or by tools or platforms outside the primary online classroom? If so, explain what they are and how reviewers can access them. *No*

Instructor Perspectives

1. Are you familiar with the Quality Matters (QM) Rubric? Have you had any training on the QM rubric (e.g., CA12 Assessing Online Courses workshop)? If so, did you design this course based on the rubric or modify it to meet QM standards? *I’ve been studying the rubric and making every attempt to meet the QM standards.*

2. On what particular aspects of this course would you like feedback from the reviewers? *I’d like to know that areas of strength and weakness.*

3. Is there anything else you want to communicate to the reviewers about your course? *I’ve been working very hard on this, but I have the feeling I’m missing something.*