Course Checklist RSPH

The checklist below represents a list of minimum standards for face to face and hybrid course design.

Canvas course home page includes the following key components:

☐ A welcome message and class meeting information
☐ Include a brief bio with contact information for yourself and TAs
☐ Include a course description.
☐ Include competencies and learning objectives for the course.
☐ A link to a syllabus.
☐ A link to course modules.
☐ Link to a generic question forum.

Getting Started Module:

☐ Description of communication methods with students throughout the course (e.g. remote office hours, email communication expectations).

Course Modules:

☐ Competencies and/or learning objectives are clearly stated for each course module.
☐ Instructional materials, learning activities, and assessments are presented chronologically in Canvas modules.
☐ Upcoming activities/assignments/deadlines are listed at the end of each module.
Instructional Materials:

☐ Instructional materials align with competencies and/or learning objectives. Images and graphics are used to add visual appeal.

☐ A variety of instructional materials are used to keep students engaged with course content or to utilize in class

Learning Activities:

☐ Learning activities align with competencies and/or learning objectives.

☐ Learning activities provide opportunities for students-to-student and instructor-to-student interactions that support active learning.

☐ A master assignment page provides an overview of all assignments for students.

Assessments:

☐ Assessments align with competencies and/or learning objectives.

☐ A mix of low- and high-stake assessments with frequent feedback is included. Grading rubrics/criteria are provided.

Student Support:

☐ Guides for helping students use course tools are provided (e.g. Canvas, library resources, Apporto, etc.)

☐ Course instructions articulate and/or link to Emory University’s accessibility policies and services.

☐ Where possible, the course provides accessible content for diverse learners (e.g. captioning, transcriptions)