

# Recommendation for Best Practices for Online Courses

Prepared by Online Learning Committee

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- A. The Online Learning Committee recommends that the following Best Practices be used as guidelines in the development of online courses.
1. Course introduction, syllabus, current schedule, and a personal greeting from the instructor are available online.
  2. Course and unit outcomes are clearly communicated and measurable.
  3. Course grading policies are clearly stated, as are descriptions of required assignments and tasks.
  4. Course is designed for interaction between students and student-faculty.
  5. Response time for communication and grading are clearly communicated.
  6. Course design is based on appropriate pedagogy for the media and content.
  7. Continued student engagement is expected and required by course design and the enforcement of timelines/deadlines.
  8. Course design should support multiple learning styles and should exhibit high expectations for student learning.
  9. Required resources are displayed in a timely manner and provide the information to support the student during their learning.
  10. Resources should be scholarly and properly cited and permission has been received for their use.
  11. Navigation throughout the course is logical, consistent, and efficient.
  12. Multiple points of contact are listed for support resources within the online learning environment.
  13. Web design and presence should be engaging and inviting for learners.
  14. Course incorporates ADA standards.
- B. The Online Learning Committee recommends that demonstration examples of these Best Practices be made available for faculty by one or both of the following methods:
1. A course designed within the learning management environment that provides a working model showcasing the Best Practices.
  2. An online reference area that displays and explains one or more samples of the various Best Practices.

## References

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Graham, C., Cagiltay, K., Lim, B., Craner, J., Duffy, T.M. (2001). Seven principles for effective teaching: A practical lens for evaluating online courses. Retrieved September 15, 2009 from

[http://www.technologysource.org/article/seven\\_principles\\_of\\_effective\\_teaching](http://www.technologysource.org/article/seven_principles_of_effective_teaching)

ISTE (2008). The national educational technology standards (NETS-T) and Performance Indicators for Teachers. Retrieved September 15, 2009 from

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