



Piedmont Virginia Community College

Quality Assurance in Online Learning

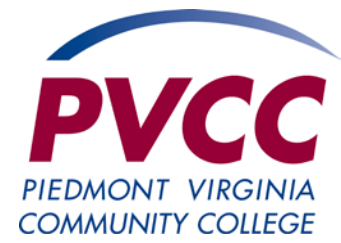
Rubric

Effective Date: 5/25/2010

Colleen Bishop

Resource: <http://www.qualitymatters.org>

**PVCC Quality Assurance in Online Learning
RUBRIC**



Course Prefix, Number and Semester: _____

Course Title: _____

Instructor Name: _____

Reviewer Name: _____

Review Date: _____

I. COURSE OVERVIEW AND INTRODUCTION

General Review Standard: The overall design of the course, navigational information, as well as course, instructor and student information are made transparent to the student at the beginning of the course.

Standard:	Yes	No	Notes
I.1 Easy to understand navigational instructions			
I.2 Students are introduced to the course and structure			
I.3 Netiquette expectations with regard to discussions and email communication are clearly stated			
I.4 A self-introduction by the instructor is included			
I.5 Students are requested to introduce themselves to the class			
I.6 Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated			

Comments and Recommendations:

**PVCC Quality Assurance in Online Learning
RUBRIC**



II. LEARNING OBJECTIVES (COMPETENCIES)

General Review Standard: Learning objectives are clearly defined and explained.

Comments and Recommendations:

III. ASSESSMENT AND MEASUREMENT

General Review Standard: Assessment strategies use established ways to measure effective learning.

Standard:	Yes	No	Notes
III.1 The course grading policy is stated clearly			
III.2 Specific and descriptive criteria are provided for the evaluation of students' work and participation			

Comments and Recommendations:

**PVCC Quality Assurance in Online Learning
RUBRIC**



IV. RESOURCES AND MATERIALS

General Review Standard: Instructional materials are sufficiently comprehensive to achieve announced objectives.

Standard:	Yes	No	Notes
IV.1 Instructional materials are presented in a format appropriate to the online environment, and are easily accessible to and usable by the student			
IV.2 The purpose of the course element (content, instructional methods, technologies, and course materials) is evident.			
IV.3 All VCCS and federal copyright policies are followed			

Comments and Recommendations:

V. LEARNER INTERACTION

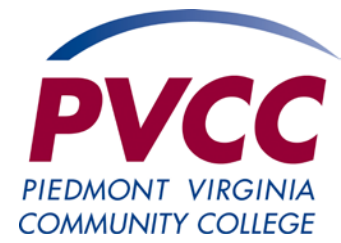
General Review Standard: The effective design of instructor-student interaction, meaningful student cooperation, and student-content interaction is essential to student engagement, intellectual commitment and personal development.

Standard:	Yes	No	Notes
V.1 Instructor-student, content-student, or if appropriate to this course, student-student interaction opportunities are present			
V.2 Clear standards are set for instructor response and availability (turn-around time for email, grade posting, etc.)			
V.3 The requirements for course interaction are clearly articulated			

Comments and Recommendations:

VI. COURSE TECHNOLOGY

**PVCC Quality Assurance in Online Learning
RUBRIC**

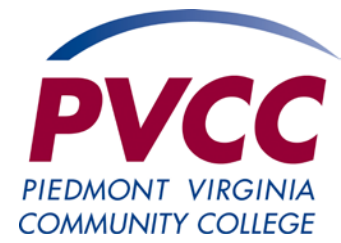


General Review Standard: To enhance student learning, course technology enriches instruction and fosters student interactivity.

Standard:	Yes	No	Notes
VI.1 The tools and media enhance student interactivity			
VI.2 Technologies required for this course are either provided or easily downloadable			
VI.3 The tools and media are compatible with existing standards of delivery modes			
VI.4 Instructions on how to access resources at a distance are sufficient and easy to understand			
VI.5 Course technologies take advantage of system-wide and college-wide software implementations			

Comments and Recommendations:

**PVCC Quality Assurance in Online Learning
RUBRIC**



VII. LEARNER SUPPORT

General Review Standard: Courses are effectively supported for students through fully accessible modes of delivery, resources, and student support.

Standard:	Yes	No	Notes
VII.1 The course instructions articulate or link to a clear description of the technical support offered			
VII.2 Course instructions articulate or link to an explanation of how the institution's instruction and student services support system can assist the student in effectively using the resources provided			
VII.3 Faculty office hours and contact information are clearly stated			
VII.4 Accessing tutoring services and other Tutoring & Testing Center student support services are clearly stated			

Comments and Recommendations:

VIII. Accessibility

General Review Standard: The course is accessible to all students.

Standard:	Yes	No	Notes
VIII.1 If students need ADA accommodations, clear directions are posted to direct students to special needs counselor			
VIII.2 The course demonstrates sensitivity to readability issues			

Comments and Recommendations:

Final Comments: