

**North Carolina A&T State University
Center for Distance Learning**

Online Course Template

- * Entry page welcome message
- * Instructor's University Web page
- * Introductory video or audio message
- * University Helpful Links including university history, programs, Distance Learning Office, Bookstore, catalogs, etc. **(Supplied by CDL)**
- * Student Information Sheet (faculty may need to contact students and SIS may not have the correct information) **(Supplied by CDL)**
- * Assessment of student knowledge of the course (pre-test instrument/survey)
- * University Calendar **(Supplied by CDL)**
- * Comprehensive Course Syllabus
 - o Course name and number, and term taught
 - o Faculty name and contact information, i.e., email address, telephone numbers, and fax number
 - o Course Description
 - o Textbooks, Supplies, and Equipment
 - o Goals and Objectives
 - o National, State, and Professional Association Competencies
 - o Course Knowledge-Based Information (terminology, theories, concepts, researchers, etc.)
 - o Topical Outline for Course with Schedule **(Deadlines are important)**
 - o Instructional Delivery System or Classroom Interactive Strategies (Lectures, Group Projects, Discussions, Research, Supplementary Interaction Sessions, PowerPoint - Audio and Video Presentations, and Chat Rooms)
 - o Specific Course Assignments and weights with due dates (Course Assessments and Evaluation) (What will student be graded on, how will it be graded, and how much will the assignment contribute to the final grades*) (exams, quizzes, reports, required chats, student opinion form, attendance policy during the semester while online)
- * Policies/Procedures
 - o Late work policy
 - o Academic Honesty
 - o University attendance policy
 - o Military student deployment policy **(Supplied by CDL)**
 - o Instructions on how to turn in work (projects, homework, tests, etc.)
 - o Instructional modules on how to complete each assignment in more than one place
 - o Incomplete and late assignments
 - o Posting grades (grade book)
 - o Online Behavior **(Supplied by CDL)**
 - o Departmental Organizational Chart **(Supplied by CDL)**
- * Bibliography

Please contact: Gwen Godard (godardg@ncat.edu, or 256-0355) for Blackboard course development shell.

Tracie Lewis (tolewis@ncat.edu or 256-0355) for Blackboard training.

