

## Minimum requirements for web-based courses

### ORGANISATIONAL COMPONENT

#### 0. Welcome

**Minimum:**

- Course title
- Course code
- Word of welcome / introduction
- Educational approach

**Recommended:**

- Description of the course
- Significance of the course within the programme
- Role of the student in self-directed learning

#### 1. Lecturer's details

(OR Link to departmental homepage with the lecturer's information)

**Minimum:**

- Name of lecturer(s)
- Telephone & fax numbers
- E-mail address(es)

**Recommended:**

- Photo of lecturer(s)
- Subject(s) for which the lecturer(s) is/are responsible
- Consulting hours for students
- Qualifications

**Optional:**

- Research areas
- Titles of conference & journal papers
- Brief CV: Academic and professional experience

#### 2. Schedule / Calendar

**Minimum:**

Overall course schedule (preferably per week) indicating *inter alia*

- Progress targets for students
- Dates for assignments
- Dates for contact sessions
- Dates for formal tests / examinations (if applicable)

#### 3. Learning Resources

**Minimum:**

- Prescribed study material/s
- List of additional study material/s

**Recommended:**

- Links to applicable Internet sites
- Pdf documents (for example AIS scanned articles)
- PowerPoint slideshows

## 4. Learning Activities / Assignments

### **Minimum:**

- List and description of all individual / group assignments
- Guidelines for structure, bibliography, layout etc.
- Submission instructions (electronic or postal?)

### **Recommended:**

- List and description of other online learning activities, such as quizzes, self tests, student presentations, chat sessions etc.
- List and description of offline learning activities, such as practicals, tutorial sessions, interactive television etc.
- Does your instruction rate 6 stars?  
(Adapted from Dave Merrill: <http://www.id2.usu.edu/5Star/Index.htm>)

## 5. Assessment Policy

### **Minimum:**

- Calculation of semester and year marks
- Policy on absence from tests / late submission of assignments
- Policy regarding academic dishonesty

### **Recommended:**

- Assignment requirements: structure, technical, language, format
- Indication of grading for online participation, if applicable

## 6. Communication Tools

### **Minimum:**

- List and description of communication opportunities
- Approach for using online tools (which tools and why?)
- Clarify frequency of online communication by lecturer

### **Recommended:**

- Telephone
- WebCT e-mail or ordinary e-mail
- Discussions tool (sub-divided into topics)
- Chat rooms (optional for informal/social student exchanges?)

## STUDY COMPONENT

## 7. Overall module specifications

### **Minimum:**

- Purpose statement of the module
- Learning presumed to be in place
- Programme map / site map
- Critical cross field outcomes that are applicable to this module

## 8. Module structure

### **Minimum:**

- Global list (or table) of themes which may be subdivided into study units

#### **For each Study Theme:**

- ☞ Specific learning outcomes (max 6)
- ☞ Assessment criteria for each specific learning outcome
- ☞ List of study units – title and appropriate study material/s
- ☞ Self-study activities
- ☞ Assignments for assessment

***Optional:***

- Glossary