

Course Name/Number:

Reviewer Name:

Review Date:

VCU Course Quality Rubric (Async)

Office of Online Academic Programs

	Sufficient Evidence	Some Evidence	No Evidence	Not Applicable	Next Steps
1. COURSE INFORMATION					
Reflection: What does a student need to explicitly know to successfully start and navigate this course?					
1. Course contains *Start Here or Welcome content* . (Items may include: course welcome statement or video, course navigation video, instructor interests, student and instructor responsibilities.)					
2. The course contains a separate *Instructor Information page* . (Items may include: instructor image, contact information, communication preferences and/or office hours)					
3. Course contains a *Syllabus* (Must be an accessible PDF , Google Doc, or HTML). It must include course description and objectives, required materials (including third-party content and equipment), grading scale and policy, late submission policy, assignment and assessment descriptions, and course schedule. It should also include information regarding delivery mode, instructor contact information, statement of how the course works, feedback and grade response time, expectations for interactions, workload expectation, technology requirements and skills, and the required VCU syllabi statement .					
4. The course provides *access to student success resources* (e.g., technical help, orientation, tutoring).					

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- Does not apply to capstone, internship or clinical experiences

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2. DESIGN AND LAYOUT					
Reflection: How does your course design and layout alert the students to what they should be doing first, next and last?					
5. The course contains a *logical and consistent organization and navigation* (e.g. any tools not being utilized are hidden from the main course navigation menu).					
6. The course contains *clear instructions* .					
7. The course is *free of grammatical and spelling errors* .					
8. All *hyperlinks are functional* .					
9. Course pages are *uncluttered, have information divided into manageable sections, formatted text, font, and colors* .					

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3. COURSE TECHNOLOGY AND TOOLS					
Reflection: What technology resources and support do students generally need to confidently complete assignments and activities?					
10. The course contains *instructions for accessing third-party materials, privacy policies, technology support to successfully complete assignments* (e.g., mobile, publisher websites, secure content, pop-ups, browser issues, microphone, and webcam problems).					
11. Frequently used technology tools are easily accessed.					

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4. COURSE ALIGNMENT					
Reflection: What parts of the course are best aligned to program goals?					
12. The course contains *measurable module/unit/lesson objectives that are clearly stated and align with course and/or program outcomes* .					
13. The course contains *learning content and activities that are aligned with assessments and module/unit/lesson objectives* .					

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5. CONTENT AND ACTIVITIES					
Reflection: How do the course content and activities match the level and purpose of this course in preparing students for lifelong learning and real-world experiences?					
14. The course contains *activities that provide opportunities for students to develop higher-order thinking, problem-solving skills, critical thinking, reflection, and analysis* .					
15. The course contains *engaging activities including real-world applications, experiential learning opportunities, case studies, and problem-based activities, as appropriate* .					
16. The course contains *contextualization statements explaining the meaning and purpose of the learning content, activities, and assessments* .					
17. The course *content and activities are equal to the number of credit hours and appropriate for the level of the course* . #					
18. The course contains a ratio of *one part direct learning to two parts indirect learning* . Direct learning is characterized as providing direct interaction with students or groups by providing feedback, grading, and other direct interactions. Indirect learning is characterized by student engagement with content and peers that leads to the development of knowledge and skills such as watching lecture videos, reading textbook or articles, or participating in activities. #					
19. Course videos follow *best practice in using video for online courses* , including but not limited to: video length not to exceed 10 minutes, include correct captions, be appropriately aligned with course objectives, are of a good quality in terms of both audio and video, free of distracting elements.					
20. The course contains instructional materials and books that are up-to-date and readily available for students. Where applicable, Open Educational Resources, free, or low-cost materials are used. #					

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21. Course materials and resources include copyright and licensing status, citations, or clearly stated permission to share.					
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6. ASSESSMENT AND FEEDBACK					
Reflection: How are student expectations and progress communicated? What opportunities are students given to track and measure their progress?					
22. Course contains *regular opportunities and appropriate authentic methods to assess students' mastery of content* . (frequency TBD by internship/clinical advisor)					
23. Course contains *clear criteria for graded assignments and assessments* (e.g., rubrics, examples, templates, or detailed grading criteria).					
24. Information is provided regarding feedback and grading response time.					
25. Course contains opportunities for students to review their performance and assess their own learning (e.g. knowledge checks, pre-tests, self-tests with feedback, reflective assignments, or peer assignments/activities). #					
26. Course contains clearly stated information for timed assessments on quizzes and exams, due dates for discussion posts and deadlines for assignments/activities. #					

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27. Course contains a way for students to easily access their grades.					
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7. ENGAGEMENT					

Reflection: Considering your teaching philosophy, what practices are being implemented to create a positive, online learning environment?

28. Course *facilitates communication and student to student interaction and collaboration* . Course contains activities, assessments, and resources that lend to building community, supporting open communication, and establishing trust #					
29. Course facilitates *regular and substantive interaction between instructor and student(s)* that supports building community, open communication, and establishing teacher presence (e.g. instructor welcome video, writing voice, contextualization statements).					
30. Course provides *access to a variety of engaging resources for student(s) to have regular and substantive engage with content* .					
31. Course *contains pacing mechanisms (e.g., due dates, announcements, reminders, or feedback)* to ensure timely completion of activities, assignments, and assessments.					
32. Course contains opportunities to recognize, build, and improve on prior learning and or life experiences.					
33. Course contains measures to ensure academic honesty. (e.g., Timed quizzes or exams, reflective assignments, peer assessments, scaffolded assignments.) #					

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8. ACCESSIBILITY					
Reflection: How do accessibility measures in your course support student learning?					
34. The course contains content in an *easily accessible format* (preferably in HTML) that follows current accessibility standards. See: https://webstandards.vcu.edu/requirements/accessibility/					
35. The course contains *text equivalents for non-text elements* (e.g., closed-captioning, transcriptions, and alternative text are included for video, audio, and image elements). Explanations can be found at http://webaim.org/articles/					
36. The course contains *hyperlink text that is descriptive* when used out of context. (e.g., Avoid use of "click here" in favor of actual website name or description.)					
37. The course contains *accessible technology tools or alternatives* that meet WCAG 2.0 AA standards					
38. The course contains *text content that is readable by assistive technology* , including PDF or any text containing an image. *Text does not contain flashing and blinking* .					



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Reviewer Sign Off:

Date Completed:

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