



1. Course Instructor Information (QM 1.3, 1.8):

- 1.a Instructor(s) names
- 1.b Contact information (email, office phone, fax, mobile)
- 1.c Policy for contacting instructor(s)
- 1.d Policy for scheduling appointments
- 1.e Instructor bio or hyperlink to bio

Present	Not Present
✓	
✓	
	✓
	✓
	✓

*Need more? (when available)
Need more (email?, phone?, courses)*

Comments:

2. Course Description (QM 1.2):

- 2.a Course catalog description
- 2.b Additional description (optional)

Present	Not Present
✓	

Comments:

3. Course Delivery Description (QM 1.2):

- 3.a Describes online course meetings – synchronous and asynchronous
- 3.b Describes technology used for online classes (e.g. LMS, WebEx, Adobe Connect, etc.)
- 3.c Describes face-to-face meetings, provides location and times

Present	Not Present
	✓
✓	

? more?

Comments:

4. Course Prerequisites & Corequisites (QM 1.6):

- 4.a Prerequisites and Corequisites are clearly listed
- 4.b If no prerequisites or corequisites are required, this is clearly stated

Present	Not Present
✓	
✓	

Comments:

5. Course Required Materials (QM 4.3, 4.6):

- 5.a Course materials are listed
- 5.b Textbooks are listed using full bibliographic entry according to school/department policy
- 5.c Webpages and journal articles have working hyperlinks
- 5.d Information is provided on how to obtain course materials
- 5.e Date materials will be needed by is provided (e.g. – textbooks will be need by the 1st day of class)

Present	Not Present
✓	
✓	
	✓
	✓

Comments:

6. Technology Requirements (QM 1.2, 1.5, 1.7, 6.3, 6.4, 6.5, 7.1):

- 6.a Minimum technical skills are listed
- 6.b Required hardware, software, email and LMS account access stated
- 6.c Technology Services statement included

Present	Not Present
✓	
	✓

LINK does not work (404)

Comments:

7. Student Learning Outcomes (SLO's) (QM 2.1, 2.2, 2.3, 2.5):

- 7.a SLO's are present
- 7.b SLO's are aligned to organization/National standards (if applicable)
- 7.c Organizational/National standards are referenced
- 7.d SLO's are written from the student's perspective

Present	Not Present
	✓
	✓
	✓
✓	

NOT in syllabus (but should be) is online (Not available but should be)

} are in Canvas in not in syllabus



this part is in Student Expectations for online classes, but not in syllabus.

QM Syllabus Review Rubric

8. Instructional Method and Learning Strategies (QM 1.2, 2.1):

- 8.a Instructional methods and learning strategies are present
- 8.b Instructional methods and learning strategies are presented in a narrative format
- 8.c A variety of instructional methods and learning strategies are present (i.e. – more than just lectures, readings, and quizzes)

Present	Not Present
✓	
✓	
✓	

Comments:

9. Course Outline/Schedule (QM 1.2, 2.2):

- 9.a Course Outline/Schedule is present or syllabus points learners to LMS (If LMS is used to provide the course schedule, the entire course must be fully built out and completely open to the student in the LMS)

Present	Not Present
✓	

Comments:

10. Course Activities, Assessments, & Interactions (QM 1.2, 2.1, 2.3, 2.4, 3.1, 3.3):

- 10.a Preliminary statement describing activities, assessments, and interactions is present
- 10.b Specific assignments, activities, and interactions present
- 10.c Assignments, activities, and interactions are described
- 10.d Assignments, activities, and interactions are aligned to SLO's (in Canvas)
- 10.e A grading method or rubric is provided for assignments, activities, and interactions

Present	Not Present
✓	
✓	
✓	
✓	

Comments:

11. Grading (QM 1.2, 3.2, 3.3):

- 11.a Grading method is clearly stated
- 11.b Specific course graded activities are listed along with point or percentage values
- 11.c A visual representation of course grading activities is present
- 11.d A grading scale is provided

Present	Not Present
✓	
✓	
✓	

Comments:

12. Getting Started with this Course (QM 1.1, 1.2):

- 12.a Instructions make clear how to get started and where to find various course components.
- 12.b Learners are introduced to the purpose and structure of the course.

Present	Not Present
✓	
✓	

Comments:

13. Course & University Policies (QM 1.2, 1.3, 1.4, 5.3, 5.4, 7.2, 8.2):

- 13.a Attendance *^ Absences will result in loss of points"*
- 13.b Assignment *- late work? policy?*
- 13.c Academic Integrity
- 13.d Netiquette
- 13.e Student Grievance *(only in syllabus?)*
- 13.f American with Disabilities Act
- 13.g Title IX
- 13.h Emergency Readiness
- 13.i Inclement Weather

Present	Not Present
	✓
	✓
✓	
✓	
✓	
✓	
✓	
✓	
✓	

> not spelled out

Comments:

On "Library Services"

the samford.libanswers.com } links do not work
reference@samford.edu

Tech Resources & Digital Literacy

phone number - I can't check it? My computer isn't trying to call it

Module 1

Beat the Quake

link did not open

FEMA IS-248 → ^① maybe add tech to assignment telling them to get the certificate

~~② I don't see the submission box?~~

Module 2

FEMA FS-800 → ^① I get a warning about insecure content (b/c it is trying to "launch"?)

~~② don't see submission area?~~

~~Module 3~~

~~FS-700A - Don't see submission area?~~

Module 5

FEMA

~~Open~~ IS-909 link → does it go to the right place? I don't see the course

Open Preparedness 101 the Zombie Novella → link is "oops, page not found"

Module 6

Welcome to Module → no CC?
NBC Live Coverage → is there a transcript?
Tuscaloosa Tornado → transcript? closed captioning?

Learning Modules 7 & 8 Not Published

Learning Module 9
- Responding to Ind. Concrete needs ppt (I see the note, but there was no sound when I tried?)
- John Lockwood visits red cross → No CC / no transcript

Learning Module 10
OK (except for Welcome)

Learning Module 11
Disaster Podcast → no transcript

Learning Module 12

The "When Disaster Strikes: Take Your Pet"
link goes to Human Society
HOME PAGE (not the topic)

Learning Module 7

Hurricane Sandy Aftermath - no CC or transcript