

# The MiraCosta Online Class Requirements Self-Checklist

**When teaching a Distance Education class at MiraCosta, I ensure that I will:**

**1. Abide by any departmental directives in the course outline of record.**

Directives include the course description, course content outline, performance objectives, assignments, methods of instruction, methods of evaluation, required materials, student learning outcomes, and any specifications of how the course is or is not to be taught as an online/hybrid section as specified in Form A.

**2. Abide by the MiraCosta syllabus checklist.**

**3. Ensure regular effective contact between instructor and students.**

Requirements include establishing expectations on the frequency and timeliness of such contact, including frequent, quality, instructor-initiated interaction, feedback, and managing unexpected instructor absences.

Regarding the type of contact that will exist in all MiraCosta College course sections in which the instructional time is conducted in part or in whole through distance education, instructors will use a variety of means to initiate contact with students, such as, but not limited to, the following:

- a. Threaded discussion forums (with appropriate instructor participation)
- b. "Questions for the instructor" forums
- c. General email
- d. Weekly announcements
- e. Timely and frequent feedback for student work
- f. Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face course section.

**4. Ensure regular effective contact among students.**

Contact among students provides the opportunity for students to receive the benefit of peer interaction in the learning environment.

Regarding the type of contact that will exist in all MiraCosta College course sections in which the instructional time is conducted in part or in whole through distance education, instructors will use a variety of means to enable student-to-student interaction, such as, but not limited to, the following:

- a. Threaded discussion forums and other asynchronous interaction tools.
- b. Group projects.
- c. Peer review activities.

- d. Peer presentations.
  - e. Synchronous (live) online interactions.
  - f. Collaborative document sand other tools for knowledge-building and sharing.
5. **Create an environment of academic integrity, monitor progress, and track attendance and participation.**
  6. **Uphold institutional procedures to authenticate students.**
  7. **Meet the accessibility requirements in state and federal regulations.**
  8. **Teach distance education in accordance with any department and college procedures, and negotiated agreements.**
  9. **Help students in a DE course section to be aware of MiraCosta College support services and resources, especially those available online.**
  10. **Monitor students' engagement and success, and promptly and proactively initiate substantive interaction with students when needed on the basis of such monitoring and upon request by a student.**

Name \_\_\_\_\_ Date \_\_\_\_\_