

## **Appendix B: COA Standard for Online Learning**

A list of best practices for online courses is provided below.

### **COA Standards for Online Learning**

- I. Course Overview & Introduction**
  - A. The online syllabus is easy to navigate and follows a consistent format that introduces students to the course and its structure and states expectations for professional communications.
  - B. Faculty members introduce themselves.
  - C. Students introduce themselves to each other and to the instructor.
  - D. Minimum technology skills required by the student are clearly stated and resources for technology training are listed.
  - E. Prerequisite knowledge is clearly stated.
  
- II. Learning Objectives**
  - A. The learning objectives are clearly stated and describe measurable outcomes.
  - B. The learning objectives address content mastery and critical thinking ability.
  - C. Clear Instructions for achieving course objectives and learning outcomes are provided.
  
- III. Assessment & Measurement**
  - A. Evaluation methods measure the achievement of course objectives and learning outcomes.
  - B. Course evaluation, grading methods and policies are clearly stated, provide feedback to the learner.
  
- IV. Resources & Materials**
  - A. The course instructional materials, resources, and content are sufficient for the student to achieve learning outcomes.
  - B. Resources and course materials are accessible.
  
- V. Learner Interaction**
  - A. The course provides opportunities for interaction between the instructor and the student and among students.
  - B. Activities designed to generate student interaction align with course objectives and learning outcomes.
  - C. Clear standards are established for course interactions, instructor response time, and Instructor availability (turn-around time for email, grade posting, online office hours, etc.)