



UNIVERSITY *of* NEW HAMPSHIRE  
ACADEMIC TECHNOLOGY

## Recommended eUNH Course Components

UNH IT/Academic Technology is offering the following suggestions to guide UNH faculty members in implementing best practices for eUNH online and hybrid courses.

<b>COURSE INTRO + SYLLABUS COMPONENTS</b>	
Course Info	Description of course
Contact Information	Preferred method – e-mail, phone
Pre-Requisites	List any prerequisites
Learning Goals + Objectives	List learning goals and objectives for the course
Textbook + Resources	ISBN of textbook should be included (if using an e-pack the ISBN that bundles the Blackboard access code should be noted with an explanation of purchasing a code separately for used books)  Hyperlinks to resource articles
Format	State the delivery method of the course: online, hybrid and identify expectations for students.
Technical Info	Include information on location of Blackboard, how to log in, when course will be available, who to contact to get technical help, how to contact instructor with questions on course
Grading Criteria + Rubric	Grading rubric will be included for course detailing what percent of the grade will apply to assignments, assessments, discussions/participation, final project, etc.  Additional rubric will be provided for discussion board postings
Assignments [how many, what type]	Each main concept should have an assignment that is meaningful in the context of the learning goals for the topic or theme. Rubrics should be provided for assignments
Policies [Academic Honesty & Conduct, Communication]	Link to student handbook academic honesty policy, responsible use of computers, netiquette
Learning Disability Statement	Link to disabilities services statement
Writing Standards	Include UNH standards
On-campus Requirements	Number of mandatory on-site sessions – for example “Students will attend mandatory on-site sessions on one Saturday per month”
Communication Expectations [Announcements, Email, Calendar etc]	Instructor should identify preferred mode of contact with students. For example: <ul style="list-style-type: none"> <li>• Students will check their UNH e-mail accounts (or could be BlackBoard e-mail accounts) regularly (or forward messages received in this account to their external account) as this messaging system will be the primary system used by the instructor to communicate between classes.</li> <li>• Calendar will list important due dates of assignments (could</li> </ul>



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be hyperlinked), assessments, projects

Student Expectations of faculty could include:

- The instructor will engage students in discussions by bringing out key issues from the assigned readings and raising relevant questions. In honoring the research on promoting active discussion among students, the instructor will summarize student reactions at the end of the week rather than responding to all posts.
- The instructor will provide reactions to student responses and discussion in order to clarify certain ideas and concepts being discussed.
- The instructor will provide opportunities for group work that will include discussion as well as hands-on exercises.
- The instructor will provide updated information on relevant resources for various topics of interest
- Instructor will read and critically assess students' assignments and provide timely feedback.
- Instructor will respond to all student e-mails within 24-48 hours of receipt.

Faculty expectations of students could include:

- Students will do the required readings for each class according to the class schedule and will actively participate in online discussions. Students will post once to each reflective question for the week and respond to at least two peers for each question before the end of the week. The quality of the comments is more important than the quantity.
  - Students will participate in two small group projects during class
  - Students will complete all assessments throughout the semester
  - Students will write a self-evaluation of learning which will be due the last week of class.
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CATEGORY	eUNH QUALITY STANDARD
<b>STUDENT – CONTENT INTERACTION</b>	
<b>COURSE MATERIALS [Organization by Theme/Topic Modules]</b>	
Lecture/Session Material	<ul style="list-style-type: none"> <li>Content will be “chunked” by topic or theme and include date labels to keep students on track. Selective release can be used to reveal content two weeks at a time to control the pace of the course</li> <li>Learning Modules are the preferred way to organize material. This allows bundling of all related readings, assignments, discussions, assessments and links together around a topic or theme.</li> </ul>
Internal Resources [Library]	A link to pertinent electronic databases held by the Library will be included with instructions on how to access
External Resources	Additional links to external resources should be provided to allow students to engage with a wide range of supporting materials
Video/Audio	Content will be provided in at least one other media besides straight text – examples could include narrated PowerPoints, podcasts, video clips, image galleries
FAQs	Frequently asked questions around accessing content should be provided, along with links to necessary plug-ins for multimedia learning objects
<b>COMMUNICATION   COLLABORATION</b>	
Discussion Board	Include at least one reflective posting a week on content (readings, videos, podcasts, etc.); can include journaling
Contact/Content Helpdesk	Link to publisher support if using an e-pack or other publisher materials
Technical Support	Link to UNH Help Desk for technical support with Blackboard, logins, or plug-ins
<b>ASSESSMENT</b>	
Assignments	Provide an assignment dropbox for all student papers and assignments or utilize e-mail attachments
Online Quizzes	Provide review quizzes that measure mastery of learning objectives for each module
Grading Rubric/Criteria	Provide rubrics for all assessments and assignments
Self Tests (non-graded)	Can provide self tests or individual games for review and practice of key concepts
Formative/Summative Course Evaluation	Provide weekly formative evaluation in the form of one-minute survey to measure mastery of concepts and pace/clarity of course
<b>STUDENT – STUDENT INTERACTION</b>	
<b>COURSE MATERIAL</b>	



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Research Project/Paper	Give choice of at least one project that could be approached individually or as a group project or paper
Video/Audio Creation	Give students the option of using multimedia or text-based paper for at least one project. Can be individual or group.
<b>COMMUNICATION   COLLABORATION</b>	
Discussion Board	Utilize the discussion board for debates; allow students to take turns facilitating a weekly discussion; have students work in groups on a case study on the discussion board posting a summary to a public topic space; set up pairs of students for peer editing of drafts
FAQ/Help Discussion Board from Students for Students	Provide a “virtual café” discussion area for students to meet informally. Provide a “help” discussion area for students to post questions about technical problems or confusion on assignments.
IM/Who’s Online	Provide the option for students to connect informally with each other in “just-in-time” fashion for general questions or exchange
Group Work	Include at least one group project per semester. Can utilize Blackboard’s group manager, the Blackboard discussion area, a wiki, a blog to facilitate
<b>ASSESSMENT</b>	
Peer Review	Have students do peer reviews of projects; do peer editing of drafts or project proposals – provide rubrics and guidelines
Group Projects	Assess group projects as a group grade, individual grade, or both. Provide clear rubric and guidelines for group projects

<b>FACULTY - STUDENT INTERACTION</b>	
<b>COURSE MATERIAL</b>	
Announcements	Faculty will use Announcements to remind students of due dates, to let students know if they will be offline for more than a day (due to travel, conference, etc.), to notify students of changes in the syllabus or assignments, etc. Can also use to provide interesting “fact of the week”, humorous anecdotes, tips etc.
Calendar Due Dates	Faculty should post all important due dates for assignments, projects, papers, discussion postings on the Calendar for the whole semester before the first day of class to help students stay on track
<b>COMMUNICATION   COLLABORATION</b>	
Virtual Office Hours	Faculty should hold virtual office hours at least once a week during the term using a synchronous communication tool recommended your instructional designer. Virtual Office Hours should be posted on the calendar and in the syllabus
FAQ – Discussion Board (Faculty Collects Stu Questions for mutual benefit)	When receiving multiple student questions on the same topic faculty should post the answer to the discussion board instead of responding via e-mail  When receiving student requests for clarification or more information,



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	response should be posted on the discussion board
<b>ASSESSMENT</b>	
Grade Book Utilization	All grades will be posted in the Blackboard grade book weekly The My Grades icon will be activated in the course so students can access their grades
Student Presentations	Student presentations can be done on-site or online. Rubric included
Course Feedback/Evaluation	Weekly formative surveys and a summative course evaluation should be included in the course utilizing Blackboard's survey tool

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