Checklist for Faculty Teaching Hybrid Courses

The purpose of this checklist is to help faculty plan for hybrid courses. Faculty teaching hybrid courses would receive the checklist as part of their course assignment. The checklist is not meant to be exhaustive, but it is meant to help faculty solve some of the basic logistical issues that we have identified as problematic.

Please complete this checklist two weeks before opening the course to students.

CHECKLIST: TWO WEEKS PRIOR TO THE BEGINNING OF THE COURSE

- I have a welcome email/announcement ready to be sent 3-7 days prior to the first day of class.

- The syllabus and course schedule are posted and visible to students.

- The first two weeks of discussion boards are visible to students.

- I have an orientation video for students to better understand how the hybrid class works.

- I have checked all my word documents and PDFs for text-reader accessibility.

- I have sent my video(s) to accessibility services so that it can be captioned and scripted (seven days prior)

- I have a plan for when to make discussion threads available to students.

- I have a plan on how I will use announcements to share information, provide reminders, and update students as needed.

- I have a plan for how often I will send out announcements.

- I have a plan for how and when to use different tools (journal, discussion thread, blog, wiki, other) in my learning management system (LMS) for a variety of activities.

- I have a plan for how to grade student engagement and participation.

- The online and f2f activities are well-balanced and points are distributed close to evenly.

- I have a plan for how to conduct peer review (online, f2f, or both).

- The assignments due online have firm, consistent deadlines.

- I know what technology I will be using to conduct student conferences.

- I have determined a physical space with reliable internet for conducting remote teleconferences.

- I have a plan for when and how to provide summative and formative feedback to students.

- I have established how I will communicate timelines for, and methods of, feedback.

- I have a plan for how students will engage with each other online and f2f.

- I have included information and an introduction to the Writing Center.

OPTIONAL

- I have a plan about how often and when to post my own videos.

- I have coordinated with a librarian to participate in the course.

- I have a plan for when to conduct individual conferences with students.