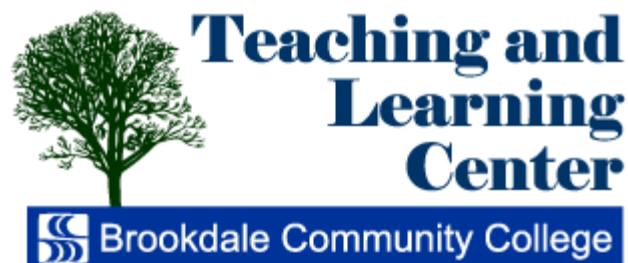


## Brookdale Community College Online Course Requirements and Recommendations



1. The “About this Section” nugget on the course homepage is used for two main purposes in your online course. It provides important information to the student on the instructor and textbook. This nugget should include the following type of information:
  - a. Instructor’s Name and contact information.
  - b. Preferred contact method and also a statement setting the expectation as to how soon the instructor will reply. For example, “Please contact me using our ANGEL course mail. I will reply to you within 48 hours excluding weekend and holidays.”
  - c. Statement on how the student should get started with the course. For example, “Click on the Content tab and then access the General Course information folder to review the syllabus and an introduction to our course.”
  - d. Details on the textbook or other required materials (i.e. streaming video) that the student will need to access for the course.
  - e. Optional photograph of the instructor or the course textbook(s).
  
2. Under Content, a “General Course Information” or “Getting Started” folder should be used to hold information that is needed for the entire term and be a single point of “Need to Know” information. Examples of types of content for this folder (which may be in a single file or multiple files) are:
  - a. Course Syllabus.
  - b. Instructor Letter or Course Addendum.
  - c. Online Netiquette document on how student should interact with each other in the course.
  - d. Course Objectives
  - e. Grading Policy and/or Rubrics
  
3. It is recommended Course Content/Material be organized by topics using ANGEL folders. This provides an easy to follow structure for students where the topic objectives, list of what the student is expected to complete, assessments and other topic specific material are located in one place. Using topics or units instead of Weeks as a means to organize your course content also makes the course more flexible for the instructor should they need to teach in academic terms of varying weeks.

4. Topic folders must contain a Checklist which specifies in detail what the student is expected to do and a time table for completing this work. The check list should also include the unit's objectives and indicate clearly how the learning activities and assessment allow the student to achieve the objectives.
5. A significant portion of student activity for the course should include assignments that promote student interactivity. Examples include the use of discussion forums and group projects or peer reviews.
6. Online courses are expected to meet the ADA-508 standard. Among items to be aware of are:
  - a. Images should include alternative text so that screen readers can read back descriptions for those students who have a visually impairment.
  - b. Transcripts or closed captioning of audio or video materials for those with hearing impairments