

# Checklist for Asynchronous Learning

## 1 FACULTY PROFILE

The course includes a faculty profile and an introduction of personnel who will engage with students during the course.

Faculty profile should include:

- UH E-mail
- Office hours
- Best way to reach instructor
- Brief introduction

## 2 FACULTY-STUDENT INTERACTION

Communication between faculty and student should be frequent, substantive and occurring in a regularly scheduled manner.

- Regular course activities are utilized by faculty to further student learning and, when appropriate, build community among the students.
- Course should have at least one substantial interactive activity or communication per week; 2-3 are expected for accelerated courses.

## 3 ONLINE ENGAGEMENT

- The course incorporates online learning tools and technology to regularly engage students.
- Students are encouraged on a regular basis to engage with the faculty, other students, course content and resources.

Tools may include:

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> UH E-mail         | <input type="checkbox"/> Blogs    |
| <input type="checkbox"/> Discussion Forums | <input type="checkbox"/> Videos   |
| <input type="checkbox"/> Wikis             | <input type="checkbox"/> Podcasts |

## 4 FACILITATION TECHNIQUES

- The instructor encourages interaction between students.
- The instructor will regularly convey his/her presence and interest by initiating communication with students as a group and as individuals, providing direction and feedback when necessary.
- Courses are organized in weekly or standard course modules that support a sequential scaffolding for meeting course objectives and facilitating student learning.

## 5 FEEDBACK

- The instructor's role and expected response times are clearly communicated.
- Students are encouraged to give feedback on course content, use of technology, and accessibility.

This checklist was developed in alignment with the [OSCQR](#) rubric.

For more information on online student engagement, consult [UH Power-On Regular and Substantive Interaction](#).