# Instructioナル Design Consultation Checklist

## Objectives

- **☐ Clearly state course objectives:** each objective with (1) what is to be mastered, and (2) how mastery is demonstrated.

**Tips and Tricks for Objectives:**

- **☐** Use Bloom’s Taxonomy for describing the action in an objective.
- **☐** Avoid words like “learn” and “understand”.
- **☐** Organize the course into modules or sections, to isolate the critical course objectives.
- **☐** Address the objectives with your students.

## Syllabus

- **☐ Clearly describe your expectations of students, and what students can expect from you.**
- **☐ Clearly state contact information, textbook, response time, and grading scale.**
- **☐ List and describe all assignments, exams, or other required activities in detail.**
- **☐ Inform outreach of your textbook selection, even if there are no textbooks or only recommendations.**
- **☐ Include a detailed semester schedule with due dates and schedules exams.**

**Tips and Tricks for the Syllabus:**

- **☐** Recommended response time of 24 hours.
- **☐** Go through syllabus with students. If asynchronously, provide short videos broken up by sections in the syllabus.
- **☐** The syllabus is critical for online students for reference; be very clear about all aspects of the course.
<table>
<thead>
<tr>
<th>CONTENT DELIVERY</th>
<th>ENGAGEMENT</th>
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</thead>
<tbody>
<tr>
<td>☐ Provide clear instructions on delivery methods.</td>
<td>☐ Design activities to engage students with the content, instructor or other students enrolled in the course.</td>
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<tr>
<td>☐ Provide consistency with content delivery methods.</td>
<td>☐ There are clear communication pathways between the instructor and students.</td>
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**Tips and Tricks for Content Delivery:**

☐ Be mindful of students’ various learning needs.

☐ When using videos, break up the content into smaller sections (around 6-10 minutes on average).

☐ Be aware of accessibility issues, and make every effort to accommodate.

☐ Approach content delivery not as a stage lecturer, but as a facilitator of learning.

☐ Use “seat time” as a guide, but not as a rule.

☐ When possible, avoid posting the content for the entire course at once, to avoid overwhelming the students. Thoughtfully organize the content for intuitive navigation.

**Tips and Tricks for Engagement:**

☐ Embed engagement in content delivery by creating opportunities for students to comment on or discuss topics.

☐ Encourage students to contact the instructor or other students in the course with questions.

☐ Make the content and course activities relevant and relatable to the students.

☐ Foster a safe learning community where students feel comfortable sharing ideas.

☐ Implement student collaboration when possible and relevant to course objectives.

☐ Pause in lecture videos to allow reflection or prompt with a question.
<table>
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<tr>
<th>ACTIVITIES &amp; ASSESSMENTS</th>
<th>TECHNOLOGY TOOLS</th>
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<tbody>
<tr>
<td>☐ Provide clear instructions and expectations (ex. grading rubrics).</td>
<td>☐ Supplemental technology is relevant and ties into course objectives.</td>
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<tr>
<td>☐ Students should be informed of the purpose of each assignment and how it relates to the course objectives.</td>
<td>☐ Clearly explain all instructions and/or requirements for using any technology tools (preferably before course begins).</td>
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<tr>
<td>☐ No assignments can require the student to be physically present, not even for extra credit.</td>
<td>☐ Technology can not violate students’ privacy.</td>
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<tr>
<td>☐ Activities and assessments should tie back into course objectives.</td>
<td>☐ Have an awareness of accessibility needs.</td>
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<tr>
<td>☐ Feedback and/or grades for activities and exams should be provided no later than 2 weeks after due date.</td>
<td>☐ List resources for Brightspace and other technology used in the course.</td>
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<tr>
<td>☐ Implement a variety activities and assessment methods.</td>
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**Tips and Tricks for Activities and Assessments:**
- ☐ Be mindful of students’ creative interests.
- ☐ Assignments should require students to recall and apply.
- ☐ You can contact Outreach for assistance with exam proctoring
- ☐ Consider proctoring if 30% or more of the overall grade comes from exams.

**Tips and Tricks for Technology Tools:**
- ☐ Read the Outreach Online Newsletter to keep updated on latest technology tools.
- ☐ Ask colleagues about technology used in other courses.
- ☐ Use free and accessible technology.

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