## Instructor Information

#### University Requirement

[ ]  Instructor(s) Contact Information (QM 1.2)

[ ]  Email

[ ]  Phone

[ ]  Office Location

[ ]  Other Forms of Communication

[ ]  Instructor Response Time (QM 5.3)

#### Recommended

[ ]  Self-Introduction/Instructor Bio (QM 1.8)\*

## Course Information

#### University Requirement

[ ]  Measurable Course Objectives and Expected Learning Outcomes (QM 2.1)

[ ]  Schedule of Topics and Course Activities/Course Schedule (QM 1.2)\*

#### Recommended

[ ]  Course Description (QM 1.2)

[ ]  Teaching Methods and Learning Process (QM 1.2)

[ ]  Required Competencies – Prerequisites/Corequisites (QM 1.6)

[ ]  Measurable Module/Unit Learning Objectives (QM 2.2)

## Materials and Technical/Computer Information

#### University Requirement

[ ]  Texts or Readings (QM 4.6)

[ ]  Required Special Materials (QM 4.6)

#### Recommended

[ ]  Minimum Technologies (QM 1.5)\*

[ ]  How to Obtain Technical Support (QM 7.1)\*

[ ]  Minimum Technical Skills (QM 7.1)

## Grading Information

#### University Requirement

[ ]  Grading Scale (QM 3.2)\*

[ ]  Grading Policies (QM 3.2)

#### Recommended

[ ]  Academic Support Service (QM 7.3) \*

[ ]  Think Tank and University Tutoring

[ ]  Student Assistance and Advocacy

[ ]  Department-Based Tutoring

[ ]  Expected Grading Time

## Assignment Information

#### University Requirement

[ ]  Required Examinations and Papers

[ ]  Required Extracurricular Activities

[ ]  Final Exam or Project

[ ]  Link to Final Exam Regulations

[ ]  Link to Final Exam Schedule

#### Recommended

[ ]  Relationship between Course Activities and Learning Objectives (QM 2.4)

[ ]  Assignment Submission Guidelines

[ ]  Due Dates Include Time Zones

## Course and University Policies

#### University Requirement

[ ]  Threatening Behavior by Students Policy\*

[ ]  Nondiscrimination and Anti-harassment Policy: University Policy 200E\*

[ ]  Class Participation and Absences (QM 5.4)\*

[ ]  Accommodations for Students with Disabilities (QM 7.2)\*

[ ]  Subject to Change Statement

#### Recommended

[ ]  Late Submission Policy (QM 1.4)\*

[ ]  Privacy Policy Information (QM 6.5)\*

[ ]  Communication and Interaction Guidelines (QM 1.3)