**Online Course Pilot Template**

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| **Module/ Lesson / Unit** | **Topic / Resource** |
| Overview | Virtual Course Tour |
| **Getting Started** | a. Module / Lesson / Unit Overview with specific objectives in alignment to course general objectives |
| b. Welcome Video |
| c. Welcome Letter (email if desired) |
| d. Course Structure |
| e. Syllabus (instructor information, summary of the course, course general and specific objectives, course policies, university policies, grading policy, code of conduct -link-, DSS information -link-, emergency procedures – link-, academic calendar with important dates -link-, grading policy for the course -late work, incomplete assignments, etc.-, course communication -email, phone, video calls, or another means of communication-, overview of the course content and due dates for assessment activities, course requirements, skills needed for taking the course, equipment characteristics for taking this online course, |
| f. Learner Introductions |
| **Module / Lesson / Unit / Week 1** | a. Module / Lesson / Unit Overview with specific objectives in alignment to course general objectives |
| b. Learning Activities (Textbook, handouts, articles, video, lectures, case studies, or others according to the course and in alignment with module specific objectives) |
| c. Assessment Activities (exams, quizzes, discussion boards, papers, video assignments with close-captions, case analysis, or other assessment activity in alignment with module specific objectives and with a check list, rubric or any other file with the stated criteria for grading). |
| d. Resources (links to software downloads, links to submission folders, discussion boards, extra readings, or any other resources requested for the course) |
| **Module / Lesson / Unit / Week 2** | a. Module / Lesson / Unit Overview with specific objectives in alignment to course general objectives |
| b. Learning Activities (Textbook, handouts, articles, video, lectures, case studies, or others according to the course and in alignment with module specific objectives) |
| c. Assessment Activities (exams, quizzes, discussion boards, papers, video assignments with close-captions, case analysis, or other assessment activity in alignment with module specific objectives and with a check list, rubric or any other file with the stated criteria for grading). |
| d. Resources (links to software downloads, links to submission folders, discussion boards, extra readings, or any other resources requested for the course) |
| **Course Wrap-Up** | Online Course Evaluation |