

Appendix 3

Motlow Common Course Design for Master Course Shells

Developers are free to rearrange the units below to reflect departmental norms, but the sequential units for course materials should be unbroken, and the Getting Started module should be the first visible unit for students.

1. Welcome Message (Announcement)

This announcement should include links to the Getting Started unit and to any necessary materials, instructions, and assessments for the first week of the course. Ideally, periodic messages like this one will be provided by the instructor to ensure students know how to access upcoming materials and complete assessments by their due dates. (See Figure 1 for a sample announcement.)

2. Instructor's Getting Started Module (Hidden from students)

This module/unit should include an overview of the course and any necessary resources and pre-course instructions needed to have the course ready for students before the course start date such as how to personalize the syllabus. It may also provide departmental statements regarding modifications to the master copy, instructions for general education assessments, explanations of HIPs designations, etc.

3. Getting Started Module (for students)

This module/unit should include everything a student needs to know to begin the course. For example: Course Overview, Syllabus, Schedule, Instructor Information, Policies, links for Technical Support, and instructions for navigating the course.

4. Policies Module

This module/unit might house Policy items that may also be linked in the Getting Started unit but which may be hard to find later in the semester such as the syllabus or course policies. This is also where instructors might include their individual instructor policies related to grades, late work, participation, etc.

5. Schedule Module

The module/unit would include a clear and accessible schedule that helps students stay organized and on track with due dates, course materials, and assessments.

Developer/Maintainers should consider including links that can be copied/pasted into regular announcements.

While instructors may utilize the LMS Calendar tool or a publisher's calendar/platform, a written explanation could be included in the course's schedule module or equivalent location. This explanation would describe how students will see deadlines, materials, and updates throughout the term.

6. Sequential Modules for Course Materials/Assessments

Course content should be organized into a series of sequential units or modules that reflect departmental norms for organization (Units, Major Assignments, Chapters, etc.). All other units/modules (e. g. Textbooks, Discussion Board Guidelines, Publisher product information, etc.) should be provided either above or below the Sequential Units reflecting departmental norms.

7. Resources Module

This module/unit would include submodules or folders for related items such as Textbooks, links to Publisher Platforms, Motlow Resources (Library, Tutoring, etc.), Rubrics, Lectures, Sample Essays/Reports, etc.

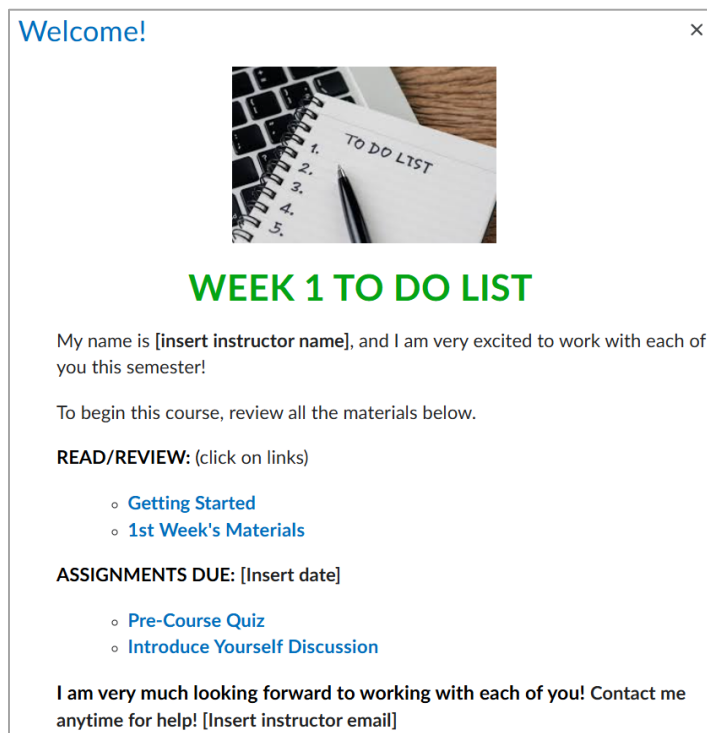


Figure 1: Sample welcome announcement

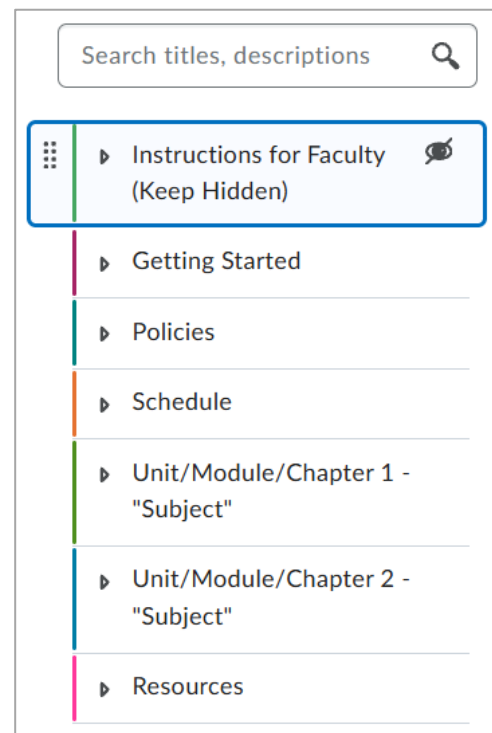


Figure 2: List of Content modules