**EUC Video Course Readiness Review**

1. A course description is included which clearly and professionally describes the course, in a manner understandable to the student.

Criteria met: Comments:

2. Course materials and learning activities should match the course description and identified desired course outcomes, with a clear identification of both video and off-site activities.

Criteria met: Comments:

3. A syllabus is provided that clearly defines the expectations for the course, which should be available, from the offering institution and the EUC, at the time the course is initially advertised.

Criteria met: Comments:

4. The means for interaction are clearly defined in the syllabus for the students, including a statement of expectations if students will be involved in off-site discussion groups.

Criteria met: Comments:

5. Assignments, assessment, relative importance of and weights of various assignments are clear to students.

Criteria met: Comments:

6. Ways in which students get feedback on their assignments are clearly stated, particularly the posting of grades or assessments from rubric, etc.

Criteria met: Comments:

7. Individual accommodation will be provided when documented need exists.

Criteria met: Comments:

8. Students are provided with academic policies (such as dropping, refunds, withdrawals, incompletes and so on) relative to the course.

Criteria met: Comments:

9. Students are provided an email link or alternative information on how to contact the instructor and other technicians or administrators related to the course delivery.

Criteria met: Comments:

10. Course material requirements are included such as texts.

Criteria met: Comments:

11. Course schedule: listing of lessons, dates, readings/activities, assignments, deadlines for assignments and projects due, and exam dates.

Criteria met: Comments:

12. Explanation of how the video system works for students and back up plan for technical problems, along with support contact information, should be in the syllabus and provided during class.

Criteria met: Comments:

13. Documentation (or University certification) that the instructor has received training for the video system should be provided to the EUC staff.

Criteria met: Comments:

14. Other Comments: