

# ADEIL EVALUATION FORM

## *Course Awards: High School or College*

Course Name: [Click here to enter text.](#)      Submitted by: [Click here to enter text.](#)

Delivery System/LMS: [Click here to enter text.](#)      Judge: [Click here to enter text.](#)

Delivery Method:

Online

Independent/asynchronous

Print

Blended/synchronous

### **COURSE REVIEW:**

Note to judges: Consider the medium (print, online, etc.) and judge accordingly. Courses that inherently lack certain features will not be penalized.

**Place an X in the Complete/Partial/Missing box that applies.**

<b>Introductory material: Course overview, introduction</b>	<b>Complete</b>	<b>Partial</b>	<b>Missing</b>	<b>Notes about specific items</b>
A syllabus, course outline, or TOC appears				
Instructions for course navigation and program policies and procedures exist				
Faculty contact information or self-introduction with welcome message (preferably including photo or video of instructor) appears				
Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated				
Student expectations/rubrics/grading scale clearly stated				
Introductory activity included, such as an introductory post, pre-test/post-test, etc				
<b>Judge's general notes about the intro area to provide feedback to nominators and/or course developers</b>				

<b>This section for chair only, judges do not fill in:</b>	2	1	0	Total (12 possible):
<b>Weighting: x2</b>				

<b>Overall Design: Lessons, Modules, Units</b>	<b>Complete</b>	<b>Partial</b>	<b>Missing</b>	<b>Notes about specific items</b>
Lesson/Learning Objectives included				
Clear instructions				
Well organized, easy to navigate				
Aesthetic design (page organization, layout, cover, consistent look)				
Writing mechanics and editorial consistency				
Includes content-relevant graphics				
Age appropriate (reading level, amount of work)				
<b>Judge's general notes about the overall design to provide feedback to nominators and/or course developers</b>				
<b>This section for chair only, judges do not fill in:</b>	2	1	0	Total (21 possible):
<b>Weighting: x3</b>				

<b>Learning Activities: Lesson instructional material</b>	<b>Complete</b>	<b>Partial</b>	<b>Missing</b>	<b>Notes about specific items</b>
Activities are integrated with learning objectives and course goals. (Reading assignments, for example, match learning objectives)				
Course contains multiple learning activities that help students develop thinking and problem solving skills appropriate to the level of learning				
Variety of instructional materials with resources that enrich the content: <ul style="list-style-type: none"> <li>• audio and video content</li> <li>• appropriate external links and readings</li> <li>• labs, simulations, case studies, role playing activities</li> </ul>				

<b>Judge's general notes about the lesson instructional material to provide feedback to nominators and/or course developers</b>				
<b>This section for chair only, judges do not fill in:</b>	2	1	0	Total (30 possible):
<b>Weighting:           x10</b>				

<b>Assessment Activities: tests, quizzes, papers, etc.</b>	<b>Complete</b>	<b>Partial</b>	<b>Missing</b>	<b>Notes about specific items</b>
Assessments are aligned to learning objectives, with objectives for each assessment clearly stated.				
Opportunity for providing regular feedback to students exists				
Variety of types of assessments: <ul style="list-style-type: none"> <li>• <b>Formative:</b> fact-based to monitor learning: multiple choice, fill in the blank, matching, true/false. Usually auto-graded.</li> </ul>				
Variety of types of assessments: <ul style="list-style-type: none"> <li>• <b>Summative:</b> to evaluate learning: exam, final project, essay, discussion forums, audio assignments, papers, portfolio assignments, etc. (usually instructor graded)</li> </ul>				
Variety of types of assessments: <ul style="list-style-type: none"> <li>• <b>Reflective</b> to tie learning into students' lives: journals, discussion boards.</li> </ul>				
<b>Judge's general notes about the assessment activities to provide feedback to nominators and/or course developers</b>				
<b>This section for chair only, judges do not fill in:</b>	2	1	0	Total (30 possible):
<b>Weighting:           x6</b>				

<b>Additional support</b>	<b>Complete</b>	<b>Partial</b>	<b>Missing</b>	<b>Notes about specific items</b>
<i>Communication tech:</i> Clear instructions or easy method to contact the instructor				

<i>Communication design:</i> Appropriate opportunities for interaction and communication (depends on delivery) student to student, student to instructor/teacher, student to content				
<i>Additional learner support:</i> <ul style="list-style-type: none"> <li>• Extra content (reading lists, playlist links, bibliography, or additional resources)</li> <li>• Help: Tutor sessions, Writing Center, Labs, etc.</li> <li>• 24/7 Live Chat, virtual office hours, etc.</li> </ul>				
<i>508 Compliance / Accessibility:</i> Course should be as accessible as its medium allows it to be: Images should have alt text, videos should have closed captioning, audio should have transcripts, pdfs should be word-searchable, etc.				
<b>Judge's general notes about the additional support to provide feedback to nominators and/or course developers</b>				
<b>This section for chair only, judges do not fill in:</b>	2	1	0	Total (8 possible):
<b>Weighting:           x2</b>				
<b>Total Course Score</b>		<b>/101</b>	<b>%</b>	

<p><b>Overall course notes from judge:</b></p> <p>This feedback will be anonymous and will be used at the awards presentation</p>	
---	--