Distance Learning: Best Practices

I. Learner Support
   a. Best Practice 1: Course Orientation
      i. Course Requirements
      ii. Course Navigation
      iii. Development Strategy
   b. Best Practice 2: Instructor Information
      i. Biographical Information
      ii. Teaching Philosophy
      iii. Personal Tastes
   c. Best Practice 3: Institution Policies and Services
   d. Best Practice 4: Technology Overview
   e. Best Practice 5: Student Feedback
      i. Instructor Reply Information
      ii. Online Office Hours
      iii. Multiple Feedback Mechanisms
   f. Best Practice 6: Accessibility

II. Course Design
   a. Best Practice 7: Course Objectives
   b. Best Practice 8: Ease of Navigation
      i. Directly Link to Items
      ii. Items in Multiple Places
      iii. Logical Naming
   c. Best Practice 9: Use of Technology
      i. Multimedia
      ii. Interactive Technologies
      iii. New Pedagogies
   d. Best Practice 10: Standard File Formats
   e. Best Practice 11: Aesthetic Appeal
      i. Complimentary Colors
      ii. Banners and buttons
      iii. Descriptive Text
      iv. Images
   f. Best Practice 12: Multiple Learning Styles
      i. Visual
      ii. Audio
      iii. Reading/Textual
      iv. Kinesthetic
   g. Best Practice 13: Personalized Instruction
      i. Supplemental Material
      ii. Remedial Material
iii. Advance Topics

III. Interaction and Collaboration
   a. Best Practice 14: Communication Strategies
      i. Asynchronous
      ii. Synchronous
      iii. Frequency
      iv. Duration
   b. Best Practice 15: Develop a Learning Community
      i. Icebreakers
      ii. In-Depth Discussions
      iii. Group work
      iv. Peer Review
   c. Best Practice 16: Explain Interaction Logistics
      i. Netiquette
      ii. Discussion
      iii. Requirements
      iv. Good/Bad Examples

IV. Assessment
   a. Best Practice 17: Assessment Design/Creation
      i. Match Objectives
      ii. Multiple Forms
      iii. Test Higher Levels of Thinking
   b. Best Practice 18: List Expectations
   c. Best Practice 19: Use Self-Assessments

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