



Syllabi Review Form for Modality and Location

Indicate the course being reviewed (course prefix, number, and title):

Indicate the mode of delivery (check all that apply):

- Online
- Face-to-face
- IVN
- Independent Study
- Other _____

Indicate the location (check all that apply):

- MAFB
- BSC (Bismarck)
- NDSU (Fargo)
- LRSC (Devils Lake)
- DSU (Dickinson)
- New Town
- Dual Credit (High school)
- Other _____

Please answer the following questions and provide a solution where applicable.

1a) Contact hours: Do the courses offered in multiple modes or locations have the required contact hours? <i>Note: No matter the length of the instructional term (8 weeks, 16 weeks, 4 weeks, etc.), one credit hour = sixteen 50-minute sessions. Thus, a 3-credit course has forty-eight 50-minute sessions or 2400 minutes of instructional time. For labs, one credit = sixteen 100-150 minute sessions or 1600-2400 minutes of instructional lab time. These times do not include breaks.</i>	Yes	No
1b) Contact hours: If you answered “no” to the previous item, explain the changes that will be implemented to correct this issue in future offerings of the course.		
2a) Course objectives: Do the courses offered in multiple modes or locations have the same course objectives?	Yes	No
2b) Course objectives: If you answered “no” to the previous item, explain the changes that will be implemented to correct this issue in future offerings of the course.		

3a) Schedule of major topics: Do the courses offered in multiple modes or locations have a comparable schedule of major topics?	Yes	No
3b) Schedule of major topics: If you answered “no” to the previous item, explain the changes that will be implemented to correct this issue in future offerings of the course.		
4a) Activities/Assignments: Do the courses offered in multiple modes or locations have comparable student activities/assignments to evaluate student learning?	Yes	No
4b) Activities/Assignments: If you answered “no” to the previous item, explain the changes that will be implemented to correct this issue in future offerings of the course.		
<p>Instructions to the person who completed this form:</p> <ul style="list-style-type: none"> • Type (or sign) your name and date in the space below. • Save this form using this naming format: prefix_number_modality_review (e.g., ED_260_modality_review). • Forward the completed form and all revised and comparable syllabi to your chair. 		
Name of person(s) who completed this form:	Date:	
<p>Final instructions to the chair:</p> <ul style="list-style-type: none"> • Review the notes faculty made on the Syllabi Review Form for Modality and Location and make one final review of the syllabi for comparability across modality and location. If any additional revisions are needed, please work with the faculty to make these. • Provide final approval below. • Save this form using this naming format: prefix_number_modality_review (e.g., ED_260_modality_review). • In the appropriate SharePoint site, create a new folder inside your department or division folder and name the folder after the course (e.g., ED 260). Upload the final revised and comparable syllabi for all sections of the course to this folder. Also upload this completed form to the course folder. 		
<p>Chair’s final approval: As the chair of the department/division in which this course is housed, by typing or signing my name below, I confirm that all sections of this course, regardless of location or mode of delivery, are comparable.</p>		
Chair’s name or signature:	Date:	
<p>The link to the SharePoint folder is provided on the VPAA Syllabi Information site. If you have questions, call (701-858-3990) or email the Academic Assessment Director.</p>		