



Shared Course Checklist for Participating Departments

RECEIVING A COURSE

EARLY TASKS:

- Inform LAS Dean and Department Head about possible shared course
- Assign course number to course
- Reserve technology classroom
- Inform Big Ten Academic Alliance office of CourseShare Partnership
- Check in with Registrar Contact
- Maintain contact with Department Contact at host/teaching site
- Promote course to students

CLOSER TO BEGINNING OF TERM:

- Conduct technology test for all participating campuses
- Check in with Registrar Contact to verify student enrollment
- Recruit language partner if necessary

DURING TERM OF INSTRUCTION:

- Maintain contact with Department Contact at host/teaching site
- Check in with Registrar Contact during and at the end of the term to ensure enrollment and grade information are reported
- Inform Big Ten Academic Alliance Contact of any changes to enrollment or course arrangements
- Alert Big Ten Academic Alliance Contact, LAS Dean, and Department Head to any problems during the course

TEACHING A COURSE

EARLY TASKS:

- Inform LAS Dean and Department Head about possible shared course
- Report course to Big Ten Academic Alliance to be added to tentative course list for the following term and shared with Coordinators listserv
- Assign course number to course
- Reserve technology classroom
- Promote course to department and students
- Check in with Registrar Contact
- Maintain contact with Department Contact at receiving site(s)

CLOSER TO BEGINNING OF TERM:

- Ensure that instructor is trained/prepared to present course material via technology
- Conduct technology test for all participating campuses
- Check in with Registrar Contact to verify student enrollment

DURING TERM OF INSTRUCTION:

- Maintain contact with Department Contact at home/receiving site
- Check in with Registrar Contact during and at the end of the term to ensure enrollment and grade information are reported
- Inform Big Ten Academic Alliance Contact of any changes to enrollment or course arrangements
- Alert Big Ten Academic Alliance Contact, LAS Dean, and Department Head to any problems