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 during the course