

Schedule C: Minimum standards for unit sites

(Approved by Academic Board on 21 November 2017)

This Schedule is made pursuant to the *Course Design and Delivery procedure*.

Framework	Specific elements
Unit information	Approved unit guide located at the top level of the folder structure in a unit site, labelled as 'unit guide and information'. The unit guide should not change during unit delivery unless approved by Faculty Board under exceptional circumstances.
	Video welcome message from the Unit Chair (including orientation to unit, learning outcomes and advice on getting started) is presented on the unit site home page with supporting transcript available from unit commencement.
	Unit Staff details (with photos) are presented on the home page of the unit site.
	Information is published regularly to the site throughout unit delivery to maintain interaction with students (eg news and announcements, reminders about assignments, other unit requirements, responses to commonly asked questions).
Unit site design	The sequence of learning tasks and assessment is clearly presented to students (time or topic sequence) with obvious links between activities.
	Learning Resources are presented in a logical flow that is aligned to the learning task and assessment, is clear to students, uses consistent formatting and descriptive file names and fosters self-directed learning.
Assessment	Details of assessment tasks, assessment rubrics and associated materials are provided on the unit site to all students in a timely manner.
	The assessment submission folder includes a self-check Turnitin option for students wherever possible.
	Assessment submission records agreement from students that they understand their responsibilities relating to plagiarism or collusion in submitting assessments. Digital agreement is included in a standard location on CloudDeakin unit sites.
	Assessment rubrics are provided in a timely manner to allow students to develop their own evaluative judgement, in accordance with <i>the Assessment (Higher Education Courses) procedure</i> .
Feedback	Individual feedback to students is provided via CloudDeakin assignment folders where used for submission in time to inform subsequent learning and assessment and at least within 15 business days.
	General feedback on assessment outcomes is provided on the unit site and discussed with students online to ensure access to all learners.
Learning Experiences and classes	Online and onsite students are provided with equivalent opportunities to interact with teaching staff. Opportunities are scheduled to accommodate online and part-time learners and allow learners flexibility.
	Unit-related student questions are answered in a timely fashion on the unit site to ensure access to all learners.
	Active cloud discussion boards, or other Deakin peer-to-peer interaction spaces, are available in the unit site with staff overseeing discussions.
Learning Resources	Learning resources offer a mix of formats to cater for diverse learners working with variable bandwidth including text, image, infographic, video and audio content.
	Learning resources comply with accessibility standards and copyright requirements.
	Learning resources include authentic materials, to connect student learning to real world contexts.
	Technical and study support links are included on the unit home page.
	If classroom capture is available and used, lecture capture and virtual classroom recordings must be provided to all students in a timely manner. Non-recording of classes must be approved by the Head of School and students must be notified with reasons given (eg class cancellation or group discussion).