

## #4

**COMPLETE**

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Page 1: After reviewing the LB iLearn course, complete the following questions based on your expertise.

**Q1** What is the name of the course you are evaluating?

Formatting and Skillbuilding OA 125 15.0

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**Q2** Describe the background, expertise, experience, qualifications and education that make you qualified as a Subject Matter Expert to review this course.

I have a Masters in English Language and literature with specific coursework in writing instruction. Since 2011, I have developed and taught online writing and career courses for the Arkansas State University system. I've taught a variety of English writing courses. Topics in these courses have included composition methodologies, argumentation and rhetorical strategies, grammar, the writing process, business communication, and technical writing strategies. In 2013, I began working with students in Oregon State University's College of Business. As an Assistant Director, I developed workshops and materials to guide students in communicating for business and career. These materials were used online as well as in campus business courses to help students develop business communication skills. I also worked directly with students to critique resumes, applications, cover letters, and other business documents which needed to adhere to formatting guidelines. I am also a Quality Matters Reviewer, and have served as a subject matter expert for these types of courses. My most recent review was with Southern New Hampshire University. Currently, I work at Oregon State University as an Instructional Design Specialist who helps subject matter experts develop online courses.

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**Q3** Are the outcomes for the course appropriate to what students should be able to do or know to be successful in the profession and/or field?

**Yes,**

Explain.:

While the outcomes are appropriate to the field, a few of the outcomes use task-related language instead of action verbs from Bloom's Taxonomy to describe the learning outcome. For example, a learning outcome at the beginning of the course states, "Take objective test on content and terms." Although you want the student to complete this task, why is the student taking the test? It would help if the purpose of the test was the outcome. The outcome could be "Identify (whatever content and terms need to be identified on the test)."

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**Q4** Do the skills taught in the course prepare students for the profession?

**Yes,**

Explain:

The rhythm of the course introduces content, allows students to actively use content, and then assesses the students' knowledge. The skills addressed in the course are useful. From memo writing to formatting labels, the content is still useful in most office environments. I especially appreciate the use of video in the course to demonstrate skills and walk the students through content.

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**Q5** Does the course holistically contain appropriate content related to the profession?

**Yes**

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**Q6** What recommendations so you have for improvement that would make the course better align with the profession?

I would recommend reviewing the module on APA. The example report uses a bibliography, but APA style uses a References page. In order to avoid confusing the students, a more accurate example should be used on the reading page in the APA module. The link to the typing test is broken on this page ([https://linnbenton.instructure.com/courses/271/pages/activity-cu2-m3-typing-practice?module\\_item\\_id=143665](https://linnbenton.instructure.com/courses/271/pages/activity-cu2-m3-typing-practice?module_item_id=143665)). The link leads out to this page ([http://www.typingtest.com/index\\_criteo.html](http://www.typingtest.com/index_criteo.html)). It looks like Unit 1 Module 1 could use an activity to help students practice content. Also, Unit 1 Module 2 could use a Self-Check to help students evaluate themselves before taking the final assessment.

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**Q7** What content needs to be developed to meet upcoming industry needs?

I did not see any content on formatting or communicating through email. Since email communication is widely used, you may want to consider adding this to the course.

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