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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?

Business English OA 110 16.0

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.

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.:

The course and model outcomes are well-aligned with expectations for using business English. Grammar, punctuation, and proofreading are taught within the course. Learning outcomes are well-aligned, and students are given the opportunity to apply what they have learned before taking the end-of-module assessments. Concepts are represented through multiple means: Video, text, and interactive material is used to ensure students meet course and business environment expectations.

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

Explain:

The skills taught in the course are applicable to a variety of professions. Communicating professionally is useful for any profession that requires a form of written communication. Writing in clear and complete sentences is emphasized within the course.

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

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

Since it seems that this course does not align with any particular profession, this question is a bit difficult to answer. However, there are two things that might help the alignment of content with course outcomes.

First, consider adding practice exercises and a video to the "Titles" section in Unit 2 of Module 1

(https://linnbenton.instructure.com/courses/374/pages/reading-titles-cu2-m1?module_item_id=157459). Second, repair a couple of broken links so the content is accessible. A new YouTube video is needed for this page

https://linnbenton.instructure.com/courses/374/pages/video-verb-tenses-cu1-m2?module_item_id=157397. The old YouTube video has been removed <https://youtu.be/KTmgwaY9p8o>.

The textbook content for this page (https://drive.google.com/file/d/0Bz_oLgsxKCh8dVFPWXVabXVINjQ/view?usp=sharing) leads to a message that says, "Sorry the file you requested does not exist."

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

One thing that you may want to consider adding to the course is a module that covers basic guidelines for expressing numbers. It's difficult to communicate in business, healthcare, or other career environments without using numbers in reports or other forms of written communication.
