

Format and Quality Standards

Text (use our Word template):

- Paragraphs must be double spaced.
- Times New Roman, 12 point font.
- Citations should be in-line and all references given in APA format at the end.
- Needs to be geared towards the audience specified in the course proposal form.
- Must be free of excessive grammar and spelling errors
- No more than 33% of test questions may be true/false
- Test questions should have 4 choices with only one correct answer
 - Test question answers may **not** be in the form of “all of the above”, “none of the above” or “A and B only”.
- Test question answers should not be included in other test questions.
- Test questions must be submitted in csv. Spreadsheet format – see template.
- Learning objectives should be clear, concise, and appropriate to materials covered and included in the course.

PowerPoints (use our template):

- All text should be no smaller than 24 points
- Text must be Times New Roman, Arial, or Tahoma.
- Videos and other included multimedia should be contained in an appropriately labeled subfolder and included with PowerPoint presentation.
- References should be included on slides at the end, in APA format. Text on these slides may be 12 point, at instructor’s discretion.

- If course is submitted ONLY in PowerPoint format, or PowerPoint slides make up the bulk of course content, then slides MUST be written in complete sentences and include in-text citations.

Video:

- Video must be provided in **no less** than 640x480 pixels size.
- Video must be 29 or 30 frames per second.
- Video must not need sound quality corrected
- Video must not need light quality corrected
- Video must not contain excessive “blank space” – it will be counted to the total number of minutes the speaker is speaking or the action is being demonstrated (usable video).
- Video should be in mpeg format or wmv format.
 - .MOV and .SWF files will **not** be accepted!!
- **Must be submitted with corresponding appropriate model, property, and copyright releases! (if applicable)**

Images

- Images must be no smaller than 1800 x 2550 pixels in size, printing clearly at 6 inches by 8.5 inches.
- Must be at the standard resolution of 300 dpi. (default for most cameras and digital editing programs)
- Images must be relevant to the course
- Images must not need cropping
- Images and graphics, if linear (ie, a line graph), need to be atleast 3 points wide.
- **Must be submitted with corresponding appropriate model, property, and copyright releases! (if applicable)**