**3a. DISTANCE EDUCATION COURSE SYLLABUS CHECKLIST**

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Syllabus Item Description****(Make your syllabus easy to find for students by posting it in a prominent location.)* | ***√*** | ***Notes*** |
| **Instructor Information** |
| Name, phone number, email address, office location, on-campus and/or virtual office hours *(if applicable)* |  |  |
| **Course Information** |
| Name, number and description of course, number of units, prerequisites |  |  |
| Dates and times of required synchronous online class meetings (*if applicable*) |  |  |
| On-campus class meeting times and location *(required for hybrid)* |  |  |
| Required/recommended textbooks, materials and resources |  |  |
| Software required to use course materials along with links to where it can be acquired and installed |  |  |
| Required technology/technical skills |  |  |
| SLOs and applicable PLOs |  |  |
| Course topic outline |  |  |
| Course assignments/exams and due dates, including final exam date, time and if applicable location (hybrid) |  |  |
| Make-up and late-work policies |  |  |
| Grading rubrics/policies/expectations including how participation is evaluated |  |  |
| Syllabus Subject to Change (disclaimer) |  |  |
| **Regular and Effective Contact Policy** |
| Communication and e-mail policies including frequency and response time for replies (or other communication tool) (Example: “Mon-Thurs I will respond to your emails within 24 hours. I will respond to emails sent Fri-Sun on Monday morning”) |  |  |
| Policy regarding student-initiated contact (including where to post questions, assignments, etc.) |  |  |
| Policies and methods of collecting and returning work |  |  |
| Turnaround time for grades |  |  |
| Attendance/participation/drop policies |  |  |
| **Other Policies/Support** |
| Policies regarding decorum, behavior, and netiquette |  |  |
| Policies related to technical issues including information for students on where they can obtain help |  |  |
| Policies related to academic integrity and plagiarism |  |  |
| Accommodations for disabilities, 508 compliant |  |  |

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**Signature of ETC Rep Date**