3a. DISTANCE EDUCATION COURSE SYLLABUS CHECKLIST

Faculty Name: _____ Course: _____

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		

_____ _____

Signature of ETC Rep   **Date**

ETC Approved: 10.26.2016

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