

Step 3a. Distance Education Course Syllabus Checklist

This form is for you, the instructor, to complete as confirmation that all required components are included in your syllabus. Your syllabus will not be ajenized for evaluation until this document is received by the DE Coordinator(s). You must place a checkmark in the "Confirm" column. If there are special circumstances that prevent you from meeting required components, it must be detailed in the notes column.

Faculty Name: _____

Course and Section: _____

Contact Email: _____

Syllabus Component	Check	Notes
Instructor's email address is easy to find and for full-time instructors multiple methods of contact are included (e.g. phone, chat, virtual office hours, etc.)		
Course name and number		
Description of course		
Number of units		
Course prerequisites (if applicable)		
Course dates and times of required synchronous online class meetings (<i>if applicable</i>)		
Course Method of Instruction (hybrid or online)		
On-campus class meeting times and location (<i>required for hybrid</i>)		
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		
PLOs (<i>if applicable</i>)		
Course topic outline		
Course assignments (i.e., exams, quizzes, projects, etc.) and due dates		
Final exam date and time and if applicable location (hybrid)		
Make-up and late-work policies		
Grading policies (assessment guidelines/criteria)		
Syllabus Subject to Change (disclaimer)		
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")		
Policies and methods of collecting and returning work		
Turnaround time for grades		
Attendance/participation/drop policies		
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 (Section 508 compliance)		

Signature of Instructor: _____

Date: _____