**Syllabus Checklist for Quality Online Courses**

|  |  |
| --- | --- |
| **Basic Information** | **Added** |
| Course Information (Department/School prefix, course number, course title, semester hours credit, prerequisites, catalog description |  |
| Instructor information (email address, phone number, office location, etc.) |  |
| “office hours” and location (phone, Zoom, text etc.) |  |
| ReggieNet access and navigation information |  |
| Nature of course delivery (e.g. asynchronous, synchronous, or combination) |  |
| Learning Outcomes/Objectives – including a list of General Education outcomes for GE |  |
| **Required and optional materials** |  |
| Required and optional materials or resources for the course (e.g. textbooks, supplies, etc.): ***please make it clear what are required and optional*** |  |
| Software/hardware requirements and ***how to obtain them***   * Hardware (e.g. type of device/browsers, headset with microphone) * Internet Connection * Software (e.g. Office 365, Adobe Reader, scanning apps, or other specialized software etc.) |  |
| Topical outline and tentative schedule |  |
| **Required assessment and activities** |  |
| Required and optional synchronous meeting dates/time (if any) |  |
| Guidelines for weekly time commitment   * How many hours do they need to complete the required assessment and activities: e.g. 6 hours/wk, 5-8 hours/wk * How often they should check the course site (e.g. every day, three times a week) |  |
| List of assignments/assessments   * Points/percentage values * Due dates * How and where to submit the assignments |  |
| **Expectations and policies** |  |
| Grading and Feedback Expectations (e.g. How and when will you provide feedback to students?) |  |
| Communication policy   * What medium (e.g. e-mail, course mail, text, zoom) and when should they be used * how and when will you respond (e.g. within 24 hours, 48 hours, etc.) * Netiquette (e.g. <http://www.albion.com/netiquette/corerules.html>) |  |
| Other course policies (late work, make-up exams, extra credit, incompletes etc.) |  |
| **University Required and Optional Statements** |  |
| Accommodations statement (required) |  |
| If dual 300-level course for graduate and undergraduate credit, include statement of additional requirements for graduate students, if any |  |
| Diversity Statement (optional, but strongly encouraged) |  |
| Academic Integrity Statement (optional, but strongly encouraged) |  |
| **Resources for Students** (refer to <https://ctlt.illinoisstate.edu/pedagogy/onlinecourses/learner/>) |  |
| Technical Assistance |  |
| Academic Assistance |  |
| Student Support Services |  |

* Your departments may have additional requirements.
* Please visit suggested languages at <https://ctlt.illinoisstate.edu/pedagogy/syllabus/>