TECHNOLOGY SERVICES

Dos and Don'ts for Online Syllabi

Do	Don't
• Review Syllabus Elements for Distance Learning Courses- asctech.osu.edu/recommended-syllabus-elements	• Reuse a face-to-face syllabus without revision

• Review sample syllabi on ASCTech website
• Share the plan for each class session
   o Preclass videos to watch, readings to finish, etc.
   o In-class exercises and activities
   o Post-class exercises and activities
	• List only the topic for the week

• List any requirements needed to access materials, activities or links	• Assume that students have access to everything they need or know how to get it