

Recommended Syllabus Elements for Distance Learning Courses

ASC Syllabus Template Element	Recommended Additional Elements for Distance Learning
1. A space for the instructor's contact information, including name, office location, phone,	<ul style="list-style-type: none"> • Contacting instructor online (email, Skype, etc.)
2. A space for the name and contact information for the course coordinator, if the syllabus is standard for several sections	<ul style="list-style-type: none"> • Contacting course coordinator online (email, Skype, etc.)
3. A space for meeting days and times, and classroom location	<ul style="list-style-type: none"> • Information on where to find the course's "home base" (e.g. Carmen, Carmen Connect, iTunesU, etc.) • Requirements for student access to the course's "home base" if not an OSU-sponsored platform (signing up, technical requirements, privacy, etc.) • What technical support is available and how to get it
4. Course number and title	
5. If the course is a GE course, it must include the following: <ol style="list-style-type: none"> the GE category or categories it fulfills (e.g., Cultures and Ideas) the "GE Expected Learning Outcomes" boiler plate language pertaining to the appropriate area(s) a statement beneath these that explains how the course will satisfy the stated Expected Learning Outcomes 	
6. A description of the course	
7. A list of required texts and other course materials, and information on where they are available	<ul style="list-style-type: none"> • Information on where to get course materials online • Any technical requirements for accessing the materials (plugins or other apps that will be required, where to get them, etc.)
8. Information about the length and format of all papers, homework, laboratory assignments, and examinations	<ul style="list-style-type: none"> • Information on expectations for submitting assignments electronically (where to submit, file formats, etc.) • Information on how examinations will be handled, including any specific technical requirements
9. Grading information, indicating the percentages assigned to various requirements	<ul style="list-style-type: none"> • For "participation" how online participation is counted
10. A grading scale	
11. Information about the scheduling of examinations and due dates for assignments	
12. A class attendance policy	<ul style="list-style-type: none"> • Expectations for "attendance" online • Overview of how students should engage with the course
13. A weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework (The committee wants a sense of how much work is required of students.)	<ul style="list-style-type: none"> • A description of how students will find and navigate their way through the weekly materials and activities • Information on where online students can get help for the course and how to access such help (e.g. tutoring services, library)
14. The following statement on academic misconduct: "It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases..."	<ul style="list-style-type: none"> • Information on where online students can get help for other types of student issues and how to access those support services
15. The following statement about disability services (recommended 16 point font): "Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated..."	<ul style="list-style-type: none"> • <i>Instructors should have a plan for accommodating students with disabilities (e.g., transcribing online video/audio).</i>