

DePaul Online-Syllabus Checklist (DRAFT)

Adapted from the University of Maryland Online http://www.umuc.edu/online_ed.shtml

What else can you add to this checklist?

Faculty Contact Information

- _____ Name
- _____ Address (Optional)
- _____ Phone number(s) (Optional; may include departmental telephone number)
- _____ E-mail address(es)/instant message screenname, *etc.*
- _____ Times when students may contact you
- _____ How often students can expect you to be available online

Course Information

- _____ Heading; course number, section, title, term, dates (including location and dates/times for any face-to-face sections)
- _____ Required material(s) (cited in APA or other standard format)
- _____ Additional recommended materials (software/hardware) with short explanations on how they may be used; remember that a technology-support section can be standardized and presented separately from your syllabus
- _____ Course description, goals, objectives, and prerequisites
- _____ General ways in which class activities and requirements support the course goals
- _____ Information about accessing the course reserves (-reserves)
- _____ General schedule information

Schedule Details (possibly presented as a separate document)

- _____ For each module, specify the subject-matter or topics to be covered and any related activities (e.g. field trips, guest lecturers, *etc.*); do include any pre-class readings and other nongraded assignments that may be due
- _____ Graded assignment due dates, preferably highlighted in bold or capitalized (e.g. homework, quizzes, papers, projects, discussions, *etc.*)
- _____ Exam dates, preferably highlighted, with proctoring information (if applicable)

Grading Information (portions possibly presented within each module-level assignment)

- _____ Description of key elements and criteria for researching and completing assignments, group work, oral presentations, problems, case analyses, quizzes, exams, and other important assessed activities
- _____ Course requirements (e.g. exams, quizzes, projects, papers, discussions, *etc.*) and the proportion each contributes to the final grade (must add to 100%)
- _____ Description of the content and format of each requirement, including exams
- _____ Grading scale and standards, including any extra credit information

Policies

- _____ Your policies regarding return of work and late submissions
- _____ Your class-participation policy (e.g. discussion-board presence)
- _____ Statements regarding DePaul's policy on academic integrity and nonstandard grades (e.g. incomplete, *etc.*)
- _____ Statements regarding DePaul's policy on students with disabilities

Additional Components

- _____ Explain the instructor's role in the online discussions. For example, describe whether students should expect the instructor to respond to each student's posting, to several students' postings in a single forum, or to individual postings plus a summary response to the entire class at the end of the week.
- _____ Unique class procedures or structures, such as cooperative learning exercises, panel presentations, case study methods, class journals or learning logs, *etc.*
- _____ If this is a blended course, explain the relationship between the face-to-face and online portions
- _____ The amount of time and work students should expect during the quarter (for example, the number of hours per module - optional)