



## Syllabus Checklist for Online Courses

### ☐ Course Information

- ☐ Course name, number & section
- ☐ Class meeting time (asynchronous/synchronous)
- ☐ Class meeting place: online

### ☐ Course prerequisites/required knowledge/competencies (QM1.6)

- ☐ Minimum technical skills required of students (QM1.7)

### ☐ Contact information

- ☐ Your name and title
- ☐ Office number/building
- ☐ Your office hours (virtual office hours)
- ☐ Office phone and fax number
- ☐ Email address (IM address/Skype address)
- ☐ TA information
  - Email address
  - Phone number
  - Virtual office hours
- ☐ Technical support information (QM7.1)

### ☐ Course description

- ☐ Goal/rationale/purpose of the course: (QM1.2)
  - How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area);
  - type of knowledge and abilities that will be emphasized;
  - how and why the course is organized in a particular sequence.
- ☐ Learning objectives:
  - What the students will gain from the course, written in a measurable way and from a student's perspective. (QM2.1, 2.3, 2.5)

### ☐ Course content & outline (may be in the form of a course calendar) (QM4.1, 4.2)

- ☐ Class meeting dates
- ☐ Holidays/other non-meeting dates
- ☐ Major topics
- ☐ Due dates for readings, assignments, tests, projects etc.

### ☐ Material

- ☐ Readings/texts
  - Required readings/texts (QM4.6)
  - Optional readings (QM4.6)
- ☐ Required software/technology/applications (QM1.5)

☐ **Instructions to students on how to best meet the learning objectives (QM4.2)**

☐ **Student responsibilities (QM5.4)**

- ☐ Requirements for participation and interaction (QM5.4)
- ☐ Discussion board requirements
- ☐ Communication policies/netiquette (QM1.3)
- ☐ Homework
- ☐ Other daily responsibilities
- ☐ Projects, including information on group processes
- ☐ Tests/exams
  - Guidelines for proctored testing if required

☐ **Grading method & scale**

A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit! You may include format, number, weight for quizzes and exams, descriptions of papers and projects, rubrics as well as how they will be assessed and the overall grading scale and standards. Also include Instructor's plan for classroom response time and feedback on assignments. (QM3.2, 3.3)

☐ **Academic assistance and tutoring (QM7.3)**

Free tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of tutoring options - see <http://ace.fsu.edu/tutoring> or contact [tutor@fsu.edu](mailto:tutor@fsu.edu). High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

☐ **Essential policy information** (Accompanying each item should be a statement on how each will impact on grades.) (QM1.4)

- ☐ Attendance/lateness policy
- ☐ Communication policies/netiquette (QM1.3)
- ☐ Homework
- ☐ Policy for late work
- ☐ Policy for missed tests
- ☐ Policy for extra credit
- ☐ Academic Honor Policy (QM1.4)

The **Florida State University Academic Honor Policy** outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University."

☐ **ADA Policy**

Suggested language from the Faculty Senate includes: "Students with disabilities needing academic accommodation should; (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to FSU students with disabilities, contact the:

**Student Disability Resource Center**, Dean of Students Department

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice), (850) 644-8504 (TDD)

[SDRC@admin.fsu.edu](mailto:SDRC@admin.fsu.edu), (This syllabus and other class materials are available in alternative format upon request.) (QM7.2)

☐ **Syllabus Change Policy**

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice. (QM1.4)