



## ONLINE & HYBRID COURSE SYLLABUS TEMPLATE

The **Online Syllabus** has an important role in students' understanding of online and hybrid course policies and provides information that is different from face-to-face courses. It is not only a contract between teacher and student, but also a map to help students navigate course content.

You may find that many of the sections in an **Online Syllabus** are similar to what you already include in your face-to-face courses. Use this template as a tool to help you organize, arrange, and add components to best suit the needs of your course.

Underneath each heading you will find more detailed information/suggestions of the information you can include [highlighted in blue](#). If you use this template, please remember to delete the [blue](#) text before making your syllabus available to students.

CANVAS has a **SYLLABUS Tool** where you can cut and paste information from a MS Word document directly into the **Rich Text Editor**. This allows you to link your syllabus directly to assignments, the calendar and your grading scheme. You can also upload your syllabus into your files and link to it through the **SYLLABUS** button.

**Note:** This is a guide for creating an **Online Syllabus** based on best practices in distance education and the [Pasadena City College Faculty Handbook 2011-2012](#). It is not mandatory that your individual **Online Syllabus** conform exactly to this template.

## COURSE INFORMATION

**Course Title/Course Number**

**Semester/Year**

**Online/Hybrid**

**Instructor Information**

- Name
- Email
- Office Location/Office Hours
- Phone Number

If you decide to create your syllabus directly in CANVAS, this section could also include a link to your information in the **PROFILE** section.

## COURSE DESCRIPTION

**General Description** [The catalog description of the course](#)

**SLOs** [Student Learning Outcomes/Course Objectives](#)

## COURSE STRUCTURE

**For Online Courses**

**Example**

This course is conducted entirely online, which means you do not have to be on campus to complete any portion of it. You will participate in the course using PCC's course management system called **CANVAS** (<https://canvas.pasadena.edu/>).

If you do not have access to a computer off campus, there are many [computer labs on campus](#) you can use to participate in the course. Most public libraries also have computers with internet access that you can use for free.

**For Hybrid Courses**

**Example**

This course is conducted partially online, which means that sometimes you will meet on campus and other times you will participate online using PCC's course management system called **CANVAS** (<https://canvas.pasadena.edu/>).

On Campus meetings will be held:

[Insert Day, Date, Time and place of meetings here.](#)

## COURSE REQUIREMENTS

### Prerequisites

### Textbook

### Additional Course Fees

### Computer Requirements

- Access [Internet access, computer lab information](#)

#### Example:

If you do not have access to a computer off campus, there are many [computer labs on campus](#) you can use to participate in the course. Most public libraries also have computers with internet access that you can use for free.

- Computer Requirements

#### Example:

In order to make certain you can access materials in CANVAS, you should check the [browser and system requirements](#) on the PCC Distance Education website.

- Software [Include links for downloading, if necessary.](#)
- Skills

## COURSE COMMUNICATION

### Announcements

**Email** [Where and how to submit -- personal email, CANVAS CONVERSATIONS](#)

**Questions** [Where to submit about content, assignments, or technical issues](#)

### Discussion Forums

### Chat

**Turnaround/Feedback** [How long for you to respond to questions/discussions](#)

**Netiquette** [Short explanation, perhaps with a link to a website/guide](#)

**Virtual Office Hours** [If applicable, when and where they occur, how to do them](#)

## COURSE PARTICIPATION POLICY

Include in this section how you will grade students on their participation and how much participation will be worth for the final grade. For more information on how to determine participation grades, refer to the [Distance Education Faculty Handbook section on Attendance and Participation](#).

## COURSE ASSIGNMENTS

### Important Dates

Include due dates for major assignments/assessments as well as any dates for holidays or Add/Drop that apply to the class. If you are using the **CALENDAR** in CANVAS, you can also tell students how to access the calendar.

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### Weekly Assignments (Discussions/Quizzes)

Include in this a weekly timeline with a description of when course lessons/materials will be released and the day of the week and deadlines (time and time zone) students are expected to complete each assignment.

### Special Projects/Assessments

If assignments have a lot of detailed information/instructions, keep the description of the assignments brief for the syllabus and post the more detailed information separately on CANVAS in ASSIGNMENTS. Make certain to tell students how they can access each assignment in their course. Let students know if they need to use [TURNITIN](#) to submit their work.

## GRADING CRITERIA

### Points for each assessment/participation

#### Grading Scale

#### Rubrics

#### Extra Credit

#### Grades

Tell students about the GRADES button on CANVAS and how/where they should send you individual questions about grades.

## OTHER COURSE POLICIES

### Late work

Clarify your policy for work that is turned in late. This could also be a call-out in a box in your syllabus. Tell students if you have set specific time and date restrictions on your materials. You can check out the [suggestions for creating late work guidelines](#) in the **Distance Education Faculty Handbook**.

### Example

Late work will not be accepted. Assignments will not be available after the deadline. If you have an extenuating circumstance, please contact me **before** the assignment is due to make alternate arrangements.

### Drop

Courses should follow PCC's drop policy. Make certain in your syllabus that you include information about your course **Check-in** policy and what represents your **first day of class**. Check out the [suggestions for establishing a drop policy](#) section in the **Distance Education Faculty Handbook**. You can also include this as part of the **Course Participation** section of your syllabus.

### Academic Honesty/Student Conduct

Refer students to the [Pasadena Area Community College District Policy for Student Conduct and Academic Honesty No. 4520](#). You can also just include just a few bullet points from the policy in your syllabus. Check out the section [Academic Honesty and Authentication](#) in the **Distance Education Faculty Handbook** for relevant aspects of the policy.

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### Example

As a student at PCC, you are expected to follow the College's guidelines for Academic Honesty/Student Conduct found in the **Pasadena Area Community College District Policy for Student Conduct and Academic Honesty No. 4520**. This means that you should not:

- Cheat.
- Plagiarize, that is, use another person's words or ideas as your own without proper documentation.
- Collaborate with others unless specifically requested in an assignment or discussion.
- Let another student login to your CANVAS account.

Failure to follow this policy will result in disciplinary action which can affect your academic standing in the College.

## SPECIAL NEEDS

The following is a recommended statement for DSPS information:

Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs I should be aware of. The [PCC Disabled Students Programs and Services Department](#) (RM D209) is available to assist you during this course. You can also email [dsps@pasadena.edu](mailto:dsps@pasadena.edu) or call (626)585-7127 for assistance.

## ADDITIONAL RESOURCES

### Tech Support

#### Example

If you need technical assistance at any time during the orientation or to report a problem you can contact PCC's 24/7 Technical Support Center at <http://online.pasadena.edu/canvas-support>.

You can get in-person help on-campus at the D Building Learning Assistance Center. Tutors at the center are trained to help students with CANVAS and its tools.

It is also helpful if you let me know what kinds of difficulties you encounter so that I can change the course for future students so they don't have the same issues.

### Additional Student Resources

#### Example

There are many services on campus to help you achieve success in your courses. Check out this [Student Services link](#) for information on library services, computer lab hours and research help.

Distance Education Website [online.pasadena.edu](http://online.pasadena.edu)

## COURSE SCHEDULE

This should be a weekly list of the topics, textbook chapters and assignments students will complete during the course of the semester.