

SYLLABUS CHECKLIST FOR ONLINE COURSES

The syllabus for an online course sets the structure and tone for the course, conveying what the instructor expects from students as well as what students can expect from their instructor. It establishes a contract with the students by stating the learning outcomes or objectives, policies, requirements, and procedures for the course. The syllabus provides information about course materials, assignments, and grading for the course and should show clear mapping of all assignments to the course learning outcomes or objectives. It also conveys the instructor's enthusiasm for the subject matter and for teaching.

Please consult the checklist as you prepare and finalize the syllabus for your online course. Your department or program might have specific guidelines for course syllabi, so please check with them and be sure to follow their instructions. TTU provides requirements for syllabus development. "A written course syllabus and grading policy statement shall be prepared by faculty for each course offered, as a benefit for student participation and expectations." ([Tennessee Tech University Course Syllabus Requirements](#))

If you have any questions, please do not hesitate to contact the Center for Innovation in Teaching and Learning at 931-372-6950 or citl@ntech.edu.

Online Course Syllabus Checklist

An online course syllabus should include the following basic components (at a minimum):

Basic Information

- Instructor information (name, contact information—preferred and alternate)
- Office hours (where to meet with instructor for virtual office hours)
- Basic course information (course number/section, title, credit hours)
- Nature of course delivery (asynchronous, synchronous, are there any required live meetings?)
- iLearn login instructions

Course Details

- Course description (about the course, prerequisites, and so on; include the course description from the University catalog)
- Required textbooks (title, author, publisher, edition, ISBN)
- Clear and measurable course learning objectives or outcomes
- General education learning outcomes or program learning outcomes (if applicable)
- Technology requirements, specific to the course
- Course schedule (weekly course schedule presented in a tabular format, including units or modules with start and end dates, readings, assignments, due dates, and so on)

Assignments and Grading

- Assignment descriptions (due dates, requirements, expectations, criteria for grading, rubrics, points, and percentages; also map each assignment to the course learning outcomes or objectives)
- Grading scale (show how the percentage earned in course relate to course letter grade)
- Attendance and participation requirements (if applicable)
- Course policies (late work, make-up exams, extra credit, incompletes, and so on)
- Major teaching methods (which might include, but would not be limited to: lectures, labs, demonstrations, discussion, reading, or written assignments)

Additional Course Resources

- Academic integrity
- Disability accommodations
- Remind students of netiquette
- Exam proctoring guidelines: please include instructions about Respondus Monitor and Lockdown Browser if you will be using these online tools for exam proctoring; if you require students to arrange for a proctor or to take exams on campus, provide details and instructions in the syllabus

- Any recommended course resources (readings, tutorials, external websites, multimedia, and so on), if applicable

Department/Program Requirements

- Consult with your department or program to find out if there is any required department or program information to provide in your syllabus

University Requirements

- Diversity, religious holidays, and so on
- Student privacy
 - Include a link about student privacy and student rights under FERPA
- Student responsibilities
 - Information about what the instructor expects from students in the course, and what students may expect from the instructor
- Student services: please include links to the following services:
 - Learning Services
 - University Libraries Writing Center
 - Counseling and Psychological Services
 - May want to include additional services which are relevant for your course.