

ALABAMA STATE UNIVERSITY

Course Syllabi for Online Courses

Instructional Development
Center (IDC)

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The ASU QUALITY ASSURANCE Plan requires that:

Each syllabus include clearly written:

1. Measurable learning objectives,
2. Evaluation standards, and
3. Grading criteria

Every course syllabus
must comply with procedures outlined in the
ASU Syllabus Requirements Manual

Online Syllabi should also include:

- Details of the course requirements
- Schedule of assignments

**Remember the syllabus is a contract
between the students and instructor!**

Online Syllabi

Details of Course Requirements

- Students in online courses don't get the "first-day speeches" that instructors usually give in traditional courses.
- These speeches usually highlight important details that students need to know in order to successfully complete the course.
- For this reason, instructors who teach online courses must describe course requirements in much more detail. They should leave no room for ambiguity.

Online Syllabi

Details of Course Requirements

- *Describe in detail the kind of participation that is expected of the student*
- *Also describe if and how course participation will be calculated in the final grade*
- *Include the instructor's policy on late assignments*
- *List any "virtual office hours"*

Online Syllabi

Schedule of Assignments

- *Schedule should be laid out by weeks*
- *Use specific dates (as opposed to week 1, week 2, etc.) for each unit, week, or topic covered*
- *Provide important information in more than one location*

SACS Requirements

- *Online courses must provide “timely and appropriate” interaction between students and faculty and among students*
- *Expectations regarding use of the technology required for courses must be clearly communicated to students*
- *Assessment of student learning outcomes must be comparable to traditional courses*

References

- *Creating an Effective Online Syllabus:*
http://college.hmco.com/instructors/catalog/walkthroughs/pdf/walk_0618000429_4.pdf
- *Commission on Colleges Distance Education Policy statement:*
<http://www.sacscoc.org/pdf/081705/distance%20education.pdf>

INSTRUCTIONAL DEVELOPMENT CENTER

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