Syllabus Clinic Workshop: Information for Online Syllabi

The below syllabus information would generally stay the same for online learning. Some sections may not apply depending on how you structure your syllabus.

Course Name/Semester/Email/Class Meeting Time
Same as onsite

Course Description:
Same as onsite

Textbook/Required Readings:
Same as onsite

Learning Objectives:
Same as onsite

Learning Outcomes:
Same as onsite

Evaluation Standards/Criteria:
Same as onsite

Attendance Policy:
Same as onsite

Course Policies/Student Responsibilities:
Same as onsite

Disability Accommodations:
Same as onsite

Academic Integrity:
Same as onsite

Late and Missing Work Policies:
Same as onsite

Grading Scale:
Same as onsite

Course Schedule:
Same as onsite

Suggestions for Syllabus Adaptations for Online Learning

The below are suggestions to add to your syllabi for online learning. Original and adapted versions of source text are below and links to source material are at the end of each section. Faculty are welcome to use the information or adjust as they see fit. Information in red represents information that would need to be changed by faculty to fit their specific courses.

Pre-Requisite Skills:
- Communication using email
- Reading documents online
- Accessing internet websites
- Use of Zoom/Webex
- Viewing videos online
- Posting on the discussion board
- Uploading documents to Moodle
- Proficiency with Microsoft Word and/or PowerPoint (Adapted from Angelo State and UWSP Template Syllabi)

Technology Requirements:
To participate in one of AUK's online courses, you need this technology:
- A computer/laptop capable of running Windows 10 or later, or MAC OS X
  - Please note: other electronic devices such as tablets or phones may function for attending Zoom/Webex sessions. However, they are not recommended for typing (assignments, discussion board, using chat feature etc.). In addition, during some Zoom/Webex sessions, you may be asked to collaborate on a Google doc, which would be easier to do when using a laptop or desktop computer.
- The latest version of Firefox, Chrome, Microsoft Edge, Internet Explorer, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader or other applicable PDF reader
- High speed internet access
- Webcam or other built-in camera on laptops, tablets, or phones
- Microphone or other built-in microphones on laptop, tablets, or phones (Adapted from Angelo State and UWSP Template Syllabi)

Browser Compatibility Check:
It is the student's responsibility to ensure that the browser used to access course material on his/her computer/electronic device is compatible with AUK's learning management system, Moodle. Problems in this area need to be discussed with faculty at the time of occurrence. (Adapted from Angelo State Template Syllabus)

Online Course Delivery/Methodology:
This is an online course which includes synchronous class sessions as well as assignments/homework to be done asynchronously. The course content will be delivered via the Moodle Learning Management System. The course site can be accessed at [website]. Classes will meet online X days per week using Zoom/Webex. The access link will be posted on Moodle. The material will be presented in [lecture form/through discussions/videos]. During the course, you will have the following evaluations: [written work will be submitted through a plagiarism checker, there will be group work or discussions done via Zoom/Webex breakout rooms, final exams will be on campus, etc.]. To complete this course successfully, you must participate in all course activities [discussion boards, course projects, reflective logs, etc.]. Students are expected to engage in course activities and submit work by due dates and times. (Adapted from Angelo State Template Syllabus)

Technology Issues:
In this class, all assignments need to be submitted through [folder name] on Moodle. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at firstnamelastname@auk.edu.kw and attach a copy of the **completed** assignment you are trying to submit. This lets me know you completed the assignment on time and are just having problems with the online submission feature in Moodle. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work. (Adapted from Angelo State Template Syllabus)

Email Communication:
Please be sure to write your full name and indicate which class and section you are taking (Class 100, DAY/TIME section) when you send me an email. If you have a question, please check the syllabus first and if your question is not answered there, then please feel free to send an email and I will be happy to clarify. I respond to emails within 24 hours of receiving them; if I do not respond within 24 hours, please re-send the email. Please note I normally respond during these working hours: TIME-TIME, DAYS. Emails sent on weekends will be responded to on Sunday. (Adapted from Angelo State and UWSP Template Syllabi)

Netiquette
- Be on time to Zoom/Webex meetings and make sure you attend and participate regularly
- Check your AUK email regularly to receive all relevant announcements and communication
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Professor or Dr. unless invited by faculty to use a less formal approach
- When writing, ensure to use formal, respectful, professional language and double-check spelling/grammar function before sending/posting. This applies to emails, typing on Zoom/Webex chat, posting on discussion boards, assignments, or any other form of writing you will complete within the context of this course
- Check the discussion board frequently and respond appropriately and on subject
- Cite all quotes, references, and sources
- Capitalize words only to highlight a point. Otherwise, capitalizing is generally viewed as SHOUTING!
- Do not dominate discussions and allow other students to post or join in
- It is not appropriate to forward someone else's messages or emails without their permission
- Be careful when using humor. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism)
- Recording Zoom/Webex sessions is prohibited (Adapted from Angelo State, UWSP, and FSU- COVID Template Syllabi)

References

- Angelo State University Template Syllabus

- Fresno State University Template Syllabus

- Fresno State University Template Syllabus - COVID

- The Net User Guidelines and Netiquette

- University of Texas: Best Practices for Teaching Online

- University of Wisconsin Stevens Point Template Syllabus

Additional Resources for Online Teaching

General Resources for Online Teaching:
- Listen to students? Yes! A practical, student-inspired guide to improving online education at the college level ←Includes various ideas for engagement, assessment, and evaluation
- Making Sure Your Online Course is Ready
- Quick Tips for Teaching Online (Resource List)
- 4 Expert Strategies for Designing an Online Course
- A Rubric for Professors About Online Teaching
- Teaching Tips: Teaching During Campus Closures

Active Learning, Student Engagement, and Motivation:
- Structuring Zoom Sessions for Engagement
- How Can Interaction Support Active Learning?
- Ideas for Active Online Learning
- Engaging Students in a Remote Course
- Nine Alternatives to Lecturing
- How to Motivate Students in the Online Learning Environment
- 7 strategies to increase student motivation online

Online Assessment and Evaluation:
Best Practices and Authentic Assessments:
- Rethinking Assessments for Remote Teaching
- Authentic Assessment in the Online Classroom
- Teaching Tips: Assessing Students (Resource List)
- Alternatives to Traditional Testing

Assignment Ideas:
- Resources for Online Assignments
- Integrating Online Assignments into Your Course
- Creativity, Collaboration, and Student Choice using Digital Storytelling
- Using Images to Encourage Visual Creativity, Display Comprehension, and Application of a Lesson
- Individualizing assignments in an online course

Group Work:
- Peer Learning
- Group Work Online

STEM and Laboratory Courses:
- Online Resources for Science Laboratories (POD)
- Labs and Simulations in Remote Teaching
- You had to cancel your lab course. What now?
- Teaching labs remotely
- Strengthening STEM laboratory assessment using learner portfolio and electronic assessment
- Best Practices for Online Labs
- An Alternative Strategy for Using Online Discussions for Learning Course Content in STEM Courses