

**ONLINE SYLLABUS CHECKLIST**  
*Recommended by [DLAC](#) on 2/22/2013*

Course Number \_\_\_\_\_ Section Number(s) \_\_\_\_\_

Semester \_\_\_\_\_ Instructor \_\_\_\_\_

THE ONLINE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:

- Course Title, Prefix, Section Number, [PeopleSoft](#) Course Number
- Instructor's Name, Office, Phone, Email, [Office Hours](#) (five hours in-office availability)
- [Preferred Method of Communication](#)
- [Coordinator's Name, Phone, Email, Office Location](#)
- [Division Assistant Dean's Name, Phone, Email, Office Location](#)
- [Course Information](#)\*
- [Textbook and Course Access Information](#)
- [Technical Support Links](#)
- [Course Assignments](#)
- [Assignment Outline](#)
- [Participation Policy](#)
- [Late Work Policy](#)
- [Weather or Emergency Closing Information](#)
- [Grading Scale](#)
- [Withdrawal Policy](#)
- [College and Program/Area Information](#)
- [Syllabus Storage Recommendation](#)

\*All Syllabi for General Education Courses Must Include These Items:

[General Education Competencies](#) (in Course Information)

[Instructional Objectives \(Evaluation of Competencies\)](#) (in Course Information)

Suggested Items:

Reference to [Code of Student Conduct](#)

Plagiarism/Cheating Penalties

Submitted Work Policy

Proctored Exam Policy and [Directions](#), if applicable

Reference to [Ombudsman](#) information

Instructor: \_\_\_\_\_  
(Signature)

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Program/Area Coordinator)

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## Detailed Explanation

Listed below is suggested language for the different components of the Course Syllabus. Contact your Program/Area Coordinator for directions on program/area approved syllabus guidelines.

Additional Information is contained in [BCTC Best Practices for Online Learning](#) (Path from BCTC Homepage: Academics / Distance Learning / Faculty Resource / Online Best Practices).

### Office Hours

Faculty members with assigned offices are required to maintain five weekly office hours. This policy only applies to faculty with an assigned office; adjunct instructors are not required to maintain office hours.

### Preferred Method of Communication

Instructors should provide students with clear directions on how best to contact them.

*Required:* KCTCS email and KCTCS Voicemail (if provided by the college).

*Other options (not supported by KCTCS ITS):* Blackboard messages, Texting/IM number, Bb IM, threaded Bb discussion forum with subscription, Skype, personal phone number. Some instructors provide language explaining how to [text to an email address](#).

*Example:* Email Address: [ben.worth@kctcs.edu](mailto:ben.worth@kctcs.edu)  
Office Phone Number: (859) 246-6353  
Skype ID: lccben

Note: For general questions about the course, please use the “Comments” discussion forum located in our Blackboard Course Shell. I recommend that you subscribe to this forum. If you have a question about grades or something that you do not wish to share with the class, please use my KCTCS email.

### Course Information

Official [course descriptions](#), including prerequisites/corequisites, and program/area approved course objectives, such as competencies or course outlines, should be provided, or linked to, in the syllabus.

*Example:* Course information, such as the description, competencies, objectives, and outline, can be found on the [Statistics Courses](#) page of the Mathematics & Statistics website. Select the *Course Information* link next to your course to find the specific course information.

\*[General Education Competencies](#) (*General Education classes only*) and Instructional Objectives (Evaluation of Competencies) must be included, or linked to, on syllabi for General Education courses:

- Knowledge of Human Cultures
- Intellectual and Practical Skills
- Personal and Social Responsibility
- Integrative and Applied Learning

### **Textbook and Course Access Information**

Provide textbook and course requirements specific to your course, such as software specifications and course access instructions.

*Textbook:* It is helpful to give the ISBN code and the link to the Campus Bookstore: <http://kctcs.bncollege.com/>

*Example:* *Medical Insurance, 5/e*, by Valerius, Bayes, Newby, and Seggern; published by McGraw-Hill, © 2012; ISBN for required text with Connect Plus Access Code: 9780077485283.

*Software Specifications:* List all software needed for the class. If in doubt, use this language:

*Example:* The course requires students to have access to a current Web browser and the Microsoft Office suite of programs.

*Access Information:* Provide directions and links to any third party software programs such as Pearson's MyLabs, Wiley+, or Cengage's Aplia. Provide directions on how to purchase access codes and register for courses.

*Example:* Use the [Student Registration Instructions](#) to purchase an access code and register for your MyMathLab course. You will need your course ID (*davis94373*), campus (*Cooper*), and zip code (*40506*) to complete the registration. For future sign-ins to your course, you will access the course directly at <http://pearsonmylabandmastering.com>. Do not access the course by logging into Blackboard first. This could cause problems with assignments and exams.

*Example:* The Connect Plus Access Code is required to complete practice activities, graded quizzes, and graded exams. Connect Plus includes access to an electronic version of the textbook (e-book). Students have the option to purchase a hard copy of the textbook with the Connect Plus Access Code using the ISBN provided above **OR** to purchase only the Connect Plus Access Code (with access to the e-book). To purchase only the Connect Plus Access Code (with e-book), you will need to use a credit card and call the publisher at 1-800-331-5094 for purchasing instructions.

*Hardware Specifications:* List all requirements, such as microphones, webcams, etc.

*Additional Supplies:* This might include calculator, lab manuals or workbooks, and anything the student might need to purchase in order to complete the class.

### **Technical Support Links**

Provide links to the Bb Help Desk and to Bb Student Support. Also provide links to technical support for any content used in the class such as a Pearson MyLab Product.

*Example:* [Bb Help Desk](#) (from <http://elearning.kctcs.edu>, click the [Help](#) tab) or call (866) 590-9238. The Bb Help Desk provides support for general problems with Blackboard.

*Example:* Bb [Student Support](#) (from <http://elearning.kctcs.edu>, click the [Student Support](#) tab). Bb Student Support provides helpful information about how to be successful in an online class.

*Example:* MyMathLab Student [Support](#) (from <http://pearsonmylabandmastering.com>, click [Support](#) under For Students).

### **Course Assignments**

It is good practice to provide a description of course assignments on the syllabus. See BCTC's [Effective Online Best Practices](#) for additional recommendations and suggestions.

### **Assignment Outline**

It is good practice to provide students with a schedule of assignments (due dates) for the semester. Often online faculty will link from their syllabus to a schedule or assignment outline. Many instructors also provide a course calendar that lists the due dates for all course assignments.

*Examples:*    [Sample Assignment Outline](#)    [Sample Course Calendar](#)

### **Participation Policy**

All students must participate in an activity at the start of the semester in order to indicate participation in the class. Examples include a discussion forum, in which students introduce themselves to the class, a test, in which students are quizzed over the course syllabus, or an assignment, in which students submit a writing sample.

*Required:* Students must participate in all activities and assignments at the start of the semester. Failure to do so may lead to the student being dropped from the class for non-attendance; this can lead to loss of student financial aid.

Instructors should also provide a clear description of what constitutes expected participation in class.

*Example:* Students should participate in weekly class discussion and post an original discussion question three times during the semester.

It is also important to describe clearly the penalties for failing to participate in class. Listed below are examples of policies some instructors have implemented:

*Example:* Since regular and active participation is an essential aspect of this online class, I expect you to log on three times out of every seven days.

*Example:* Students are required to visit the Course on Mondays and Wednesdays and read Course Announcements.

*Example:* Failure to complete an online activity counts as an absence. Students who miss four or more activities will receive an “E” grade (failing).

## **Late Work**

Since most students who enroll in online classes do so because of the flexibility of the learning environment, adding a late work policy with some flexibility is usually needed. The policy should provide for technical problems that can cause down-time, allow flexibility for learner’s work schedules, and permit some alternatives for situations that may interfere with the learner’s ability to interact. Instructors should adopt policies that encourage students to complete their work periodically over the course of the semester and will prevent students from trying to submit all their assignments on the last day of classes. List below are some sample Late Work policies used by BCTC instructors:

*Example:* Late work will be penalized 10%. Work over one week late will not be graded and will receive a zero.

*Example:* Late work will receive a zero and not be graded; however, students are permitted to submit one late assignment during the course of the semester at no penalty. Students must contact the instructor within one week of the due date.

## **Weather or Emergency Closing Information**

*Recommended Language:* Because this is an online class, assignments are due regardless of institutional closings. If you are not able to submit an assignment, contact the instructor by phone or email.

Information should be provided about how to communicate and submit assignments when the CMS (Blackboard, MyMathLab) is not available due to technical problems.

*Example:* If Blackboard is unavailable, submit any assignments to your instructor using KCTCS email. Be sure to check your KCTCS email daily during Blackboard outages.

## **Grading Scale**

Many instructors use a standard, 100 point grade scale:

A = 100-90 | B = 89-80 | C = 79-70 | D = 69-60 | E = 59-0

You can also use categories and percentages:

Assignments	20%
Discussion	20%
Quizzes	20%
Project	20%
Exams	20%

Whatever system you use, spell it out explicitly on the course syllabus.

## **Withdrawal Policy**

Indicate clearly if you permit students to withdraw after midterm. Provide a link to the [Add/Drop Procedures for the College](#).

*Example:* Students may withdraw from the class without the instructor's permission up until midterm. After midterm, students may only withdraw at the discretion of the instructor. Withdrawal directions are provided here:

[http://www.bluegrass.kctcs.edu/Academics/Distance\\_Learning/Student\\_Resources/Add\\_Drop.aspx](http://www.bluegrass.kctcs.edu/Academics/Distance_Learning/Student_Resources/Add_Drop.aspx)

## **College and Program/Area Information**

College information can be provided as individual items on a syllabus or as a link to a another document, which can contain the suggested information listed on the checklist. Specific college information to include is listed below:

- [BCTC Distance Learning Website](#)
- [BCTC Homepage](#)

- [BCTC Academic Calendar](#)
- [SAP Policy / Financial Aid](#)
- [Accommodations/Disability Support](#)
- [Tutoring](#)

*Example:* See the [College Policies Document](#) on the Mathematics & Statistics website for additional information, such as:

- BCTC Campus Information
- Ethics/Values
- Accommodations
- Email Policy
- Withdrawal Procedure
- Financial Aid – SAP Statement
- Weather or Emergency Closing Information
- Tutoring

Contact your Program/Area Coordinator for directions on program/area approved syllabus guidelines.

### **Syllabus Storage Recommendation**

It is good practice to recommend that students keep a copy of their course syllabus on a local drive in case Blackboard is ever unavailable or if students need a copy at some future date.

*Example:* Students should download a copy of this syllabus to their computers or a local drive for future reference.

***Additional Information is contained in [BCTC Best Practices for Online Learning](#) and the [Quality Assurance Checklist](#). (Path from BCTC Homepage: Academics / Distance Learning / Faculty Resources).***