



Online Course Syllabus Checklist

Essential Elements of an Online Syllabus	
	Instructor contact information is listed, including name, phone, email, online office hours, etc. <i>Some biographical information in a “Meet Your Instructor” document or video is also recommended.</i>
	Course Description/Overview is included.
	Number of credits is listed.
	Prerequisite courses are listed. <i>(if none, list as Prerequisites: NONE.)</i>
	Students are introduced to the structure of the course. (How long is the course? Is it self-paced? How is it organized? Etc.) <i>If blended course, a clear explanation is given of which components are online and which will be conducted face-to-face.</i>
	Course-level objectives are included.
	Module-level objectives are included. (Alternatively these may be present within each module or in a separate document such as an objectives matrix.)
	Instructor response times for feedback and grading are clearly stated.
	Expectations of student participation are clearly identified. (i.e. recommend students to login frequently, discussion rubric is present and linked to from within the syllabus, etc.)
	Turnaround time for contact with instructor is noted <i>i.e. Emails will usually be answered within 24 hours on weekdays and within 48 hours on weekends or official holidays, although, in most cases, I will answer you even before. If I am out of town without Internet access, I will post a note in D2L Brightspace News on the course homepage.</i>
	Communication expectations are noted. <i>i.e. Ask all course content or logistics questions via the “Q&A” discussion board. Send an email for questions of a personal nature, such as questions about your grade. Include the course name and/or number in your email.</i>
	Expectations for student interaction are clearly stated along with netiquette policy.
	Required course materials are clearly identified.
	Optional/supplemental materials are clearly identified as such.
	If specialized software is required to complete the course, appropriate information on how to obtain and use the software is provided.
	A link to the System Check page is included to help student ensure their computers are up to date to run D2L Brightspace.

	Expectations on the use of specialized peripheral hardware/devices needed for course activities are provided (i.e. cameras, headsets, etc.).
	There is a course grading policy in the syllabus which includes a breakdown listing of assignments and associated points/weights and how the final grade is calculated.
	A grading scale is present demonstrating the relationship between points, %, and letter grade.
	Late work policy is clearly stated.
	Academic Honesty Policy is included.
	Accessibility Statement is up to date and included.
	Link, email, and phone number is provided for the MSUM IT HelpDesk and any other peripheral tech help as appropriate (i.e. publisher website, etc.) i.e. For technical assistant contact the IT Help Desk by email (support@mnstate.edu) or phone (218-477-2603).
	Link to student tutorials for using tools within D2L Brightspace. (https://www.mnstate.edu/instructional-technology/desire2learn/#tabs-4)
	List available student support services (include links, phone numbers, email addresses, etc. as appropriate). Examples include: <ul style="list-style-type: none"> • Academic Support Center • tutor.com • Writing Center • Library • Disability Resource Center • Hendrix Health & Counseling Center • Career Services
	Links to privacy policies are provided for any third-party tools used in the course.
	Links to accessibility statements are provided for all technology tools used in the course.

See a sample Syllabus on the [Office of Online Learning Teaching Resources page](#).