

Online Course Syllabus Template

Developed by the Learning Technology Center, Clarion University, (2015/reviewed 2017)

Instructions for using this Course Syllabus Template

The syllabus is broken into sections, which can be rearranged, removed, or modified to best fit your course and teaching style.

The syllabus includes references to, and instructions for accessing, the various tools included in D2L that are *commonly used by instructors*.

Adjust descriptions of activities and learning outcomes to fit your course.

- Look for **green text** used as a placeholder, to indicate information needed, text you should change, or notes. *Be sure to delete these notes before finalizing your syllabus and change the text color to black.*
- Be sure to remove references to tools, activities, or outcomes that you do not plan to use in your course.
- The syllabus includes some common language to describe campus policies and services to serve as a guideline for you. *Be sure to read these sections and change language to fit your course needs.*
- Use Find/Replace to quickly replace items such as “Course Name” and Department/College.
- If you need assistance modifying the syllabus template, please contact the Learning Technology Center, Center for Computing Services at 814-393-1848.

**Delete the first page from your
finished syllabus before distribution.**

Course Name

Syllabus Semester

[Course Information](#) | [Tech Assistance](#) | [Learning Outcomes](#) | [Course Outline](#)
[Grading Policy](#) | [Course Policies](#) | [Resources](#)

Course Information

Instructor Information

Instructor: Name

Office: Location

Office Hours: Times & Days *(Note: if online, explain how to access)*

Office Telephone: Phone Number

E-mail: University email address

Course Description

Enter catalog number, title, section number, and description.

Prerequisite

Enter prerequisite information.

Textbook & Course Materials

Required Text

List required course textbooks. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate how to access.

Recommended Texts & Other Readings

List other readings available and how/where to access them.

Include a general statement such as

Other readings will be made available within your D2L course site.

Course Requirements

Internet connection (DSL, LAN, or cable connection desirable)

Access to D2L

List other tools, resources, and materials needed by the student for success in the course.

Course Structure

This course is entirely online and delivered through the Desire2Learn (D2L) learning management system. You will use your Clarion University account to login to the course from the [D2L login page](http://www.clarion.edu/d2l) (http://www.clarion.edu/d2l).

In D2L, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using D2L and alternative Internet-based technologies. Activities will consist of chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting.

Add and remove listed activities as appropriate to your course.

Course Week starts on Monday and ends on Sunday.

Weekly course content will be released for viewing *[i.e. Fridays by 1:00pm.]*

D2L Access

To access this course on D2L you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari). To ensure that you are using a supported browser and have required plug-ins please run the [Check Browser](#) from your D2L course.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

Visit the D2L [Student Orientation/Documentation](#)

Visit the D2L [Student FAQ's Web Page](#)

Contact [24x7 support or submit a helpdesk ticket](#)

Disclaimer: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through D2L email.

Course Learning Outcomes

Provide a course summary.

List the primary learning outcomes for this course. Use action verbs to describe what students and you will accomplish through this course. A bulleted list is a good way to display these objectives as shown below:

- Outcome
- Outcome
- Outcome

You will meet the outcomes listed above through a combination of the following learning activities in this course:

Provide instructions to students on how they are expected to meet the learning outcomes for the course. For example: Will most outcomes be met through examination? Or through discussion participation? Or through projects?

Discuss ...

- Complete ...
- Participate ...

Course Outline

Important Note: Refer to the course calendar for semester schedule dates. Activity and assignment details are explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

Week 01: Topic

- [Details ...](#)

Week 02: Topic

- [Details ...](#)

Week 03: Topic

- [Details ...](#)

Week 04: Topic

- [Details ...](#)

Week 05: Topic

- [Details ...](#)

ALTERNATE FORMAT:

Week	Topic	Readings	Activities	Due Date
1				
2				
3				
4				

Note about calendar/schedule. While it is important to clearly indicate the schedule for your course, there are many places where you may do this. You may include a topic outline/schedule (like the examples shown above) in your syllabus, make a separate link to a schedule document in your D2L course, or use the D2L calendar tool. Regardless of which you choose, be consistent, and keep your calendar up-to-date to help students follow along, reduce confusion, and emphasize time on task.

Grading Policy

Graded Course Activities

Visit each **Weekly Module** (or identify specific module title such as 'Assignments Module' in D2L for details about each assignment listed below. Click on **Quizzes** to access quizzes and exams. Links to quizzes will also be available from within weekly modules.

Points	Description
#	Item 1 (List all activities, tests, etc. that will determine the students' final grade)
#	Item 2
100	Total Points Possible

Late Work Policy

Example: Be sure to pay close attention to deadlines—there will be no makeup assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

Viewing Grades in D2L

Points you receive for graded activities will be posted to the D2L Grades area. Click on the Grades link on the top navigation bar to view your points.

Include a statement about the timeframe of when to look for grades. **Example:** Your instructor will update the online grades each time a grading session has been complete—typically X days following the completion of an activity. A News item will be posted on the course homepage to let you know grades are completed and available for viewing and feedback.

Letter Grade Assignment

Include an explanation between the relationship of points earned and final letter grade. **Example:** Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	90-100%	Excellent Work
B	80-89%	Good Work
C	70-79%	Average Work
D	60-69%	Poor Work
F	0-59%	Failing Work

Course Policies

Participation/Attendance

Students are expected to participate in all online activities as listed in the course content. You should plan to participate by logging on a minimum of **three** times each week. The asynchronous (not in real-time) nature of most activities will permit you to take part at times most convenient to you.

Enter specific points regarding participation policy here. If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. If appropriate, mention that you will be using D2L tracking tool, discussions, chat sessions, and group work, to monitor their participation in the course. For online courses, policies on student participation must be clearly stated. The policy should include language regarding how attendance or lack of attendance or participation may directly impact the student's grade. The policy may also refer students to the University policy found at www.clarion.edu/956/#ClassAttendancePolicy.

Contact Information and Communication

For all inquiries related to the course content and assignments, please post your questions in the discussion board called [**Instructor Questions**']. This will result in a more timely response and other class members may benefit from the information. I will respond to your posting within a **24-hour period**. I look forward to reading your course questions.

Remember that you always have access to the 24/7 D2L Helpdesk for technical questions.

If you have a private course issue you wish to discuss, send an email to my university email address. I will respond to your email within a **24-48 hour period**.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know as early as possible so that I can help you find a solution.

Complete Assignments

All assignments for this course will be submitted electronically through D2L unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider dropping or withdrawing from a course. Refer to the Clarion University Course Schedule for dates and deadlines for registration.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [\[insert condition here\]](#). All incomplete course assignments must be completed within [\[insert timeframe here\]](#).

Inform Your Instructor of Any Accommodations Needed

If you are a student with a documented disability and require accommodations, you must be registered with the University's Office of Disability Support Services (DSS). Students must provide current documentation to DSS which identifies their disability and need for accommodation(s). Students must meet with DSS to discuss requested accommodations. Students must provide instructors with appropriate notification from DSS of the approved accommodation as early in the semester as possible. The [Office of Disability Support Services](#) can be reached by calling (814) 393-2095 and is located in 102 Ralston Hall.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. Clarion University's policies regarding academic honesty are strictly followed in this class.

Clarion University has a license agreement with Turnitin.com, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and Internet sources. Students who take this course agree that all required papers may be submitted to Turnitin.com. While student privacy is protected, papers submitted to Turnitin do become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website. Clarion University is committed to preserving academic integrity as defined by the Academic Honesty Policy

Read more about Clarion University's [Academic Honesty Policy & Procedures](#)

Title IX Reporting

Clarion University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the

University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the Office of Social Equity/[Title IX](#) and [Sexual Misconduct Definitions and FAQs](#) webpages.

Online Resources

Clarion University has many programs and resources available to assist you during your academic studies.

[Center for Computing Services](http://www.clarion.edu/about-clarion/computing-services/)

<http://www.clarion.edu/about-clarion/computing-services/>

The Center for Computing Services provides student support for user accounts, passwords, email and general technology support at the university.

[Desire2Learn \(D2L\) Help](http://www.clarion.edu/about-clarion/computing-services/learning-technology-center/d2l/)

<http://www.clarion.edu/about-clarion/computing-services/learning-technology-center/d2l/>

All Clarion University online courses are delivered via the Desire2L (D2L) learning management system. Technical assistance with D2L is available through 24x7 phone support as well as a [Student D2L Orientation](#) site. The Orientation site provides how-to instructions and FAQs for the various tools available within the D2L learning management system.

[Office of Disability Support Services](http://www.clarion.edu/academics/student-success-center/disability-support/)

<http://www.clarion.edu/academics/student-success-center/disability-support/>

The Office of Disability Support Services provides students with reasonable accommodations as documented through evaluations. Appropriate accommodations are individually based upon identified need.

[Online Writing Center](http://www.clarion.edu/academics/student-success-center/writing-center/online-writing-center/index.html)

<http://www.clarion.edu/academics/student-success-center/writing-center/online-writing-center/index.html>

The Clarion University Writing Center supports all students in their efforts to become better writers and provides assistance with writing assignments in all subject areas.

[Clarion Online](http://www.clarion.edu/locations/clarion-online/)

<http://www.clarion.edu/locations/clarion-online/>

The Clarion University Virtual Campus provides various support resources for online students. Visit their website for additional resource links.

[Virtual Library](http://clarion.edu/libraries/)

<http://clarion.edu/libraries/>

The Clarion University Virtual Library Clarion University Libraries offer services designed to support research and information needs of off-campus students and faculty. Distance education support includes reference and information assistance, access to online resources,

online tutorials, and interlibrary loan.