Online Syllabus – Accessible Template

Course Title, Fall/Spring/Summer year, Number of credits, Date range of course duration

Instructor Information

Name:

Virtual Office Hours:

Contact Information:

Course Information

Course description and purpose:

Course Learning Outcomes

Use a bulleted/numbered list here. Bullet points are easily read by screen readers.

Course Expectations

Use this space to describe the flow of your course. How will you communicate with students in the online environment? Explain which areas in Canvas you will be using for your course so students know which tools they can avoid. What are your policies for late assignments and make-up work? What about holidays?

Textbooks and Materials

Textbooks: title, author(s), publisher, year, ISBN, price, where to purchase

Indicate whether the book is readily available in a web format, audiobook, or alternate format for accessibility.

Assignments

Describe all assignments in brief, indicating each type of assignment's value and what your lateness policy is. Be sure to link each assignment back to the learning goals of the course to provide consistent and explicit expectations. If possible, create embedded hyperlinks to respective assignment sheets that have more information.

Written Assignments (x points each)

Indicate the type of writing to occur (genre and tone) and how it should be formatted (font, font size, page layout, citation style, etc.), as well as how it should be turned in (as a .docx file in the appropriate D2L Dropbox, as a hard copy in class, etc.). Always connect assignments to the learning goals of the course: "This assignment connects to the xyz learning goals of the course."

Quizzes/Exams (x points)

Explain the date(s) and format of any exams or tests in the course. Consider allowing more than one kind of format for major assignments to accommodate students with varied learning styles and/or disabilities. "This assignment connects to the xyz learning goals of the course."

Homework (x points each)

Specify where and how the work is to be done and how many of these assignments there are. "This assignment connects to the xyz learning goals of the course."

Extra Credit (x points)

Be sure to indicate whether or not you accept extra credit assignments, including the parameters of such work and its purpose. "This assignment connects to the xyz learning goals of the course."

Instructor Feedback

Make sure you address instructor feedback in your syllabus. You should clearly state how frequently you will be available online, as well as the turnaround time students can expect to follow for feedback on assignments/assessments.

Course Calendar

Provide a clear list of assignments and work to be done during the course, complete with dates and noted deadlines. Do not use a table for this information unless you know how to format the table in an accessible way. It is much easier for screen readers to process bulleted lists than tables. If you use colored font to indicate emphasis, be sure that you are not relying on color alone to indicate important information to benefit colorblind students. Try instead to use bold, italicized, or underlined font. Separate your course by units or by weeks of the semester.

Week 1, date to date

- Bulleted list of tasks for the week

Week 2, date to date

- Bulleted list of tasks for the week

Week 3, date to date

- Bulleted list of tasks for the week

Week 4, date to date

- Bulleted list of tasks for the week

Week 5, date to date

- Bulleted list of tasks for the week

Week 6, date to date

- Bulleted list of tasks for the week

Week 7, date to date

- Bulleted list of tasks for the week

Week 8, date to date

- Bulleted list of tasks for the week

Week 9, date to date

- Bulleted list of tasks for the week

Week 10, date to date

- Bulleted list of tasks for the week

Week 11, date to date

- Bulleted list of tasks for the week

Week 12, date to date

- Bulleted list of tasks for the week

Week 13, date to date

- Bulleted list of tasks for the week

Week 14, date to date

- Bulleted list of tasks for the week

If you update the course calendar at any point during the semester, make sure you note any changes in the learning management system for students to follow. Include new dates in the Canvas calendar.

Important Semester Dates

Use this section to describe drop dates and deadlines for the course. (These deadlines are set by the Registrar's Office each semester.)

Grading

Create a clear grading scale for your students. Do not use a table for this information unless you know how to format the table in an accessible way. It is much easier for screen readers to process bulleted lists than tables. If possible, provide direct links to pertinent areas of course content, such as rubrics to be used in evaluation. For example: "Please see the detailed rubric in Canvas to see how the xyz assignments will be assessed."

All online courses must use the Canvas gradebook in order to keep students up-to-date on their current standing in the course.

Using Canvas and Other Technologies

Indicate the areas of Canvas that your online course will utilize, as well as other technologies and what the instructions are for accessing these. This includes Kaltura, Blackboard Collaborate Ultra, textbook integration, and any other third party tools your students are expected to use throughout the semester. As an instructor, you should not be assigning any technology to your students that you are not able to support yourself. Technical assistance is available, but you should still have a working knowledge of the technologies you're asking your students to utilize in the online environment.

Academic Misconduct

Academic misconduct is a violation of the UW-Parkside student conduct code. Academic misconduct is unacceptable. All work submitted must be individual work of the student. Plagiarism or cheating of any form may result in failure of the assignment, removal from the course, and/or other sanctions. You may also visit the Student Affairs webpage if you have questions about plagiarism or cheating incidents. I encourage you to discuss any concerns regarding plagiarism or cheating with me directly and well before any assignment is handed in. Failure to understand what constitutes plagiarism or cheating is not a valid excuse for engaging in academic misconduct.

Disability Services

The University of Wisconsin-Parkside is committed to providing reasonable accommodations for all persons with disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact Disability Services as soon as possible so that accommodations can be considered. Only accommodations approved by Disability Services will be permitted for this course.

Tutoring Services

The University of Wisconsin-Parkside has both on-campus and online tutoring available to all currently enrolled students. The Parkside Academic Resource Center provides tutoring on-campus during the fall and spring semesters. Walk-in tutoring is available, but students are encouraged to make an appointment ahead of time if they know they will be on campus.

NetTutor is a free online tutoring service available to currently enrolled students through the campus learning management system, Canvas. NetTutor offers 24-hour tutoring for a variety of disciplines. Students can receive one-on-one tutoring or go through informal Q&A chat sessions,

as well as submit papers for feedback. All tutoring sessions can be archived and printed for additional student use.

Technical Support

There are several resources available for online students regarding online course support. An Online Student Resources module has been made available in every online course at UW-Parkside. Additionally, students are encouraged to use the campus-wide KnowledgeBase if they have questions. The KnowledgeBase has over 500 active documents on a variety of Parkside topics including: Rangermail, Canvas, Solar, and more.

If you are having trouble learning the learning management system (Canvas), please fill out a Canvas Support Form. This form gets sent to the entire Canvas support team, and a response is guaranteed in 24-hours or less. There is full weekend coverage for Canvas.

Any technology-related questions that do not relate to Canvas should be directed towards the Technology Help Desk. They can be reached by phone at 262-595-2444. Visit their webpage for more information.