**Online Syllabus Checklist**

1. **Learning Outcomes**

Your course needs to have measurable learning outcomes. Think about what you want your students to learn by the end of the course, and how you will be able to measure their growth. Feel free to use [Bloom’s Taxonomy](http://www.celt.iastate.edu/teaching/effective-teaching-practices/revised-blooms-taxonomy/revised-blooms-taxonomy-flash-version) as a resource if you are having difficulty coming up with measurable statements for your outcomes.

1. **Instructor Contact Information/Virtual Office Hours**

It’s important for you to set clear expectations as to when you will be available in the online environment. Your students need to know what times you plan on being online, how quickly you’ll provide feedback on assignments/assessments, and if there are any days you will be completely offline.

1. **Institutional Policies**

This section would include statements regarding [academic misconduct](https://www.uwp.edu/live/offices/studentaffairs/conduct.cfm) and [Disability Services](https://www.uwp.edu/live/offices/disabilityservices/). Make sure to also include important semester dates from the [Registrar’s Office](https://www.uwp.edu/live/offices/registrarsoffice/).

1. **Grading and Assessment Policies**

Your syllabus must include the grading policy you will use for all course assessments. You should also outline the different assignments your students will be completing, as well as the point values for each. Specify in your grading policy what the turnaround time is for assignment feedback so students know how long it will be before they can expect to hear from you.

Any rubrics you will be using in your course need to be outlined in your syllabus and/or made available to students in the learning management system.

1. **Outline Activities and Assessments**

Your students will need a clearly-defined list of all of the work they will be required to complete in your course. You should also outline how each assessment meets a course learning outcome.

1. **Course Schedule (including any synchronous meetings)**

Just as you’ll need a clearly-defined list of course activities, you’ll also need to provide your students with a course schedule. Include all important dates (including any late work policies) so students are aware of course requirements at the start of the semester.

1. **Accessibility Outline**

All online courses offered at UW-Parkside must follow accessibility guidelines as established by the UW System. This includes ensuring all media has closed captioning, as well as a transcript. Students should be aware that they will have access to course content in multiple formats.

1. **Technical Help/Support / Technical Requirements / Tutoring**

You should have technical and tutoring support provided for your students so they know what resources are available to them in the online environment. An Online Resources module will be added to the Content area of all online courses. This resource module is provided by the Innovations in Learning team and is updated regularly to ensure the most up-to-date information is provided.

Your syllabus should include information on the [Technology Help Desk](https://www.uwp.edu/explore/offices/campustechnologyservices/), [D2L Support Form](https://uwparkside.qualtrics.com/jfe/form/SV_9soKG9AERGw2K5D), [KnowledgeBase](https://kb.uwp.edu/), [NetTutor](https://www.uwp.edu/learn/academicsupport/parc/nettutor.cfm), and the [Parkside Academic Resource Center](https://www.uwp.edu/learn/academicsupport/parc/).

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.