

Office of Academic Programs

ONLINE COURSE SYLLABUS CHECKLIST

Approved for use beginning Fall 2013

Course Prefix and Number:	Course Proposer:
Course Name:	Reviewer:
• Page numbers on syllabus	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Correct grammar and spelling	<input type="checkbox"/> YES <input type="checkbox"/> NO
• All lists of percentages add to 100%	<input type="checkbox"/> YES <input type="checkbox"/> NO
Course Syllabus must follow requirements outlined in UPS 411.104	
a. Faculty information to include office location, telephone number(s), e-mail address, and office hours (Make sure to include information regarding: how quickly the instructor will respond to e-mail questions and online assignments)	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. Course Name and Number	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. Course objective(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. Text(s)	<input type="checkbox"/> YES <input type="checkbox"/> NO
e. Learning goals	<input type="checkbox"/> YES <input type="checkbox"/> NO
f. Grading criteria, including a statement indicating whether or not +/- grading will be used	<input type="checkbox"/> YES <input type="checkbox"/> NO
g. Assignments/examinations, including dates	<input type="checkbox"/> YES <input type="checkbox"/> NO
h. How will participation in online activities be assessed and graded? (e.g., participation in chat sessions, frequency of web access, postings, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
i. How will the instructor track student online activities? (e.g. by maintaining a copy/log of online discussions and chat session, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
j. Deadlines for posting and due dates (dates and times)	<input type="checkbox"/> YES <input type="checkbox"/> NO
k. Pollak Library policy for online instruction students http://www.library.fullerton.edu/about/guidelines/online-instruction-guidelines.php	<input type="checkbox"/> YES <input type="checkbox"/> NO
l. Academic integrity statement http://www.fullerton.edu/senate/documents/PDF/300/UPS300-021.pdf	<input type="checkbox"/> YES <input type="checkbox"/> NO
m. Student rights to accommodations for documented special needs http://www.fullerton.edu/disabledservices/	<input type="checkbox"/> YES <input type="checkbox"/> NO
n. Actions students should take in an emergency http://prepare.fullerton.edu/	<input type="checkbox"/> YES <input type="checkbox"/> NO
o. Technical competencies expected or required of the students	<input type="checkbox"/> YES <input type="checkbox"/> NO
p. Minimum computer hardware and software specifications, and course website access requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
q. Safeguards as to how student work will be authenticated	<input type="checkbox"/> YES <input type="checkbox"/> NO
r. Appropriate online behavior (“Netiquette”)	<input type="checkbox"/> YES <input type="checkbox"/> NO
s. Whom to contact in case of technical problems	<input type="checkbox"/> YES <input type="checkbox"/> NO
t. Alternative procedures for submitting work, in the event of technical problems	<input type="checkbox"/> YES <input type="checkbox"/> NO
u. On-campus meeting requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Feedback from Academic Programs:	