

Required Online Syllabus Items Checklist

These items can appear in the course syllabus or on separate Canvas pages in a welcome module. You can have links in the syllabus to help students quickly locate the information they are looking for.

- Professor Contact Information and Expected Response Times (to private messages, public discussion board inquiries, phone calls)
- Feedback Information and Turnaround times for assignment feedback
- Official Course Description
- Course Outcomes or link to course outcomes page
- Textbook and other required learning materials information
- Description of course assignments
- Grading policy
- Academic policies/course expectations (conduct, late work policy, etc.)
- Absenteeism policy – first week assignment and definition of excessive absenteeism
- DSPS statement and link to DSPS page
- Link to the Student Handbook
- Links to institutional services for students (e.g. Online Tutoring, counseling, Food Pantry, etc.)
- Important Semester Dates
- Class calendar/schedule (automatically generated in Syllabus in Canvas)
- Final exam date/time
- Instructor's role for supporting course tech/links to tech support (create a Tech Support page in Welcome Module explaining what questions you can answer, include information on how to get tech help from Delta and Canvas)
- Guidelines on required levels of participation – what work will students be doing on a weekly basis for this course?

Minimum Required for Home Page

- Instructor Name, Course Number and 5-digit Code, Course Title –
For example:
Jennifer Azzaro
CS 11 #12345
Introduction to Computer Science
- A clear place to start the course (link or button)
- Instructions/link on how to get help – some options include:
 - [SJDC Canvas Student Help Desk](#)
 - [Canvas Student Guides and Videos](#)
 - [Online Student Services](#)

Nice Touches to Add to Your Initial Home Page

- Instructor-made welcome video or photo of instructor
- Video on how to navigate the course
- Image relevant to course content
 - Consider media libraries that promote accurate or equitable representations of different groups:
 - [All Hands Collection](#) features black and brown hands using digital devices
 - [Lean In](#) works to change how women are portrayed in stock photos
 - [Burst](#) has a large library of free, high-res images featuring a diversity of individuals
- Live links to different areas of the syllabus
- Professor information
- A welcoming statement, telling students you're excited to meet them, support them on their educational path, help them succeed, explore their interests in the class subject matter... etc.

Welcome Module – What to Include?

Clearly labeled pages for the following areas. Some of this info may already be in your Syllabus, but it's helpful to spotlight information that can help answer frequently asked questions, in a "Welcome Module"

- Tech Support
 - Explain what technology will be used in the class, and the reasons why (how does it support learning?)
 - Create or link to tutorials and encourage students to reach out for help
- Course Policies – important ones to include:
 - academic honesty
 - course drop/withdrawal
 - late work
- Professor Information
 - What are all the ways student can contact you, and do you have a preferred way?
- Student Services – important ones to include:
 - Counseling
 - Tutoring
 - Library services
 - Health and wellness services
 - DSPS
 - Financial Aid
 - More can be found here: [Online Student Services](#)
- Frequently Asked Questions

Tone Matters

- Read your syllabus, Homepage, and Welcome Module as though you are the student.
 - Do you feel welcomed?
 - What is your perception of the instructor's teaching style?
 - Do you feel comfortable and encouraged in reaching out to the instructor?
 - Can you locate the information you need easily?