

JSU Syllabus Guide

Sections	Elements	Y	N	N/A
Course Information	1. School or Department Name or Banner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Syllabus Title – Course Number & Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Term/Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Credit Hours Earned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Course Description (from the course catalog)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Course Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Prerequisites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Technical Skills or Technical Requirements for the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor Information	1. Instructor Name & Credentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Instructor Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Contact Information (email address, phone number, office number & location, office hours, virtual office hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Policy	1. When students can contact you and when they can expect a response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. The best method to contact you - by phone, email, Microsoft Teams, Canvas Inbox, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Delivery Method	1. Face-to-Face, Blended 1 (Primarily Face-to-Face), Blended 2 (Primarily Online), Online – Asynchronous, Online - Synchronous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Content & Learning Objectives (Outcomes)	1. Program Learning Objectives/Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Course Learning Objectives, or Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Accreditation Standards (State or National)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Textbooks & Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Recommended Texts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Required Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Learning Environment	1. Learning Management System - Canvas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. How course content is organized in Canvas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. How to access course content and navigate through the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations or Responsibilities & Netiquette	1. List what is expected of students in the course (what students are expected to know and to do, and how they are expected to communicate with you and with peers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Netiquette – proper communication language between instructor and students, and student to student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Students are expected to check email and log into Canvas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading & Assignments	1. Grading Criteria/Criteria for Passing Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Total Grade Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Include percentages or points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. List all assignments, discussions, quizzes, and exams (include percentage value, if any); describe each assignment/ discussion/quiz/exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Assignment – file types that are accepted for assignment submissions & how students are to submit assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Assignment Rubrics & Discussion Rubrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Discussions – how discussions are assessed and how students are expected to write quality posts; minimum post standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	8. Honorlock (Online Test Proctoring) – If you are using Honorlock, include the following <i>at minimum</i> : a. Link to Honorlock Student Tutorial: https://jsu.instructure.com/courses/6885/pages/honorlock-tutorial-for-students			
Course Outline or Schedule	1. Week by week or unit by unit (with dates) schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Include week/unit topics, readings, quizzes, activities, assessments, and resources per week/unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Include assignment due dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies	1. Program or Course Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Disability Resources Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Title IX Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Military-Connected Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. JSU Academic Honesty Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Privacy Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Technical Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Technical Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online@JSU Information	1. Guide for Online Students: https://www.jsu.edu/online/current-students/guide_online_students.html			
	2. Online Student Landing Page: https://www.jsu.edu/online/current-students/index.html			