Ideas for Online or Blended Course Syllabi

The document below is adapted from the Montgomery College Syllabus Template from the 2013-2014 Faculty Handbook. The black text is the current MC syllabus template.

The red text represents elements that can be added to the syllabus of an online or blended course.

While some elements are interspersed throughout the syllabus template below, most of the elements specific to online or blended courses appear in section *VIII Additional General Information / Additional Information for this Online (or Blended) Course.*

There are three parts to this document:

Part 1 - The 2013-2014 syllabus template from the MC Faculty Handbook

Part 2 - Sample text to use when crafting your own syllabus policies

Part 3 - A checklist to verify that you have included all useful elements

Part 1 - The Montgomery College Syllabus Template

MONTGOMERY COLLEGE
Name of Division
Name of Campus
[for a College wide syllabus, delete the division name and write the names of the three campuses]

MC 101 Course Name

I. *Instructor Information*

This section provides the instructor's contact information including e-mail address, office hours, and office phone number. Information regarding how to access the College Web site, the IT Helpdesk, and the MyMC portal may be included in this section. Online office hours can be held by setting a regular time when you can be reached inperson or by telephone, chat, or Collaborate session.

II. *General Course Information*

This section should include the course title, CRN, credit hours, prerequisites, co requisites, and assessment levels. This section should also include the College Catalog's description of the course and the class format such as lecture, lab, or other course activities that require the student to be available outside of the regularly scheduled class meeting hours. **Courses in the General Education program should indicate the foundation or distribution that they fulfill**.

This section should clearly state the format of the course. For example:

- This course will be conducted entirely online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course. Or,
- This is a blended course that meets on-campus [insert day, time, and location]. Because this course meets only 50% of the time as a traditional on-campus course, a substantial amount of the course work occurs online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course. Or,
- This is a web-enhanced course. Regular access to the Internet is required. Active participation in the online activities is required in order to pass this course.

Online, Blended, or Web-supported Courses

Course policies for fully online, blended, and some web-supported courses will vary. Faculty are encouraged to include course policies specifically related to distance education, which are located on the Faculty Resource Center of the Distance Education Web site at https://www.montgomerycollege.edu/offices/elite/resources.html *(You are currently viewing that document :-)*

All courses supported by Blackboard should include a link to the current Academic Resources and Technical Support page at https://www.montgomerycollege.edu/academics/online-learning/distance/academic-resources-and-technical-support.html

Contact information for technical assistance with College-supported IT resources (Montgomery College IT Service Desk at 240-567-7222) should be included. Press 2 to reach the Blackboard Help Desk.

III. Common Course Student Learning Outcomes

This section provides a list of skills and abilities that student should be able to demonstrate by the end of the semester. Disciplines have developed lists of common course outcomes for all Montgomery College courses. The outcomes that have been formally developed and approved by the College-wide Curriculum Committee are online at www.montgomerycollege.edu/courses. Faculty should include the online language for the specific course outcomes in their syllabus. Faculty members may see their department chair for more information concerning outcomes or they can visit www.montgomerycollege.edu/outcomes.

Note: The Quality Matters (QM) Standards require measurable course objectives (outcomes) in the syllabus.

If you are allowed to add outcomes, they should meet QM Standards 2.1, 2.3, 2.5.

IV. Texts [and Supplies]

This section specifies which textbooks, workbooks, and supplies are required and which are optional. This section may include a link to the MC Bookstores, *www.montgomerycollege.edu/bookstore*.

List any required software, browser plug-ins, or equipment such as a headset or microphone and speakers. Provide links to downloadable resources and, if appropriate, instructions for accessing publisher materials (or refer students to instructions in the course site. (QM Std. 1.5)

V. Course Requirements

This section explains what the student must do in order to pass the course. Requirements will vary based on discipline.

A. Course Grade

This section should list the components of the final grade (assignments, quizzes, tests, papers, class participation, etc.). This section also explains the formula used to calculate the grade and the grading scale. Briefly explain each of the course requirements and how students will be evaluated. Present the grading criteria or direct students to the grading criteria in the course site.

This section should meet the following QM Standards:

3.1 The assessments measure the stated learning objectives.

3.2 The course grading policy is stated clearly.

3.3 Specific and descriptive criteria are provided for the evaluation of learners' work and are tied to the course grading policy.

3.4 The assessment instruments selected are sequenced, varied, and suited to the learner work being assessed.

5.1 The learning activities promote the achievement of the stated learning objectives.

B. Late and/or Make-up Policy for Coursework

This section should explain the criteria and the directions the student should follow for submitting late assignments or making up missed assignments for the course.

VI. Student Code of Conduct

A. Standards of College Behavior

This section should refer students to the Student Code of Conduct, which explains the specific behaviors that violate the standards of College behavior. Faculty are strongly encouraged to discuss with students the procedures for handling disruption in the classroom. The Code is available in the Appendix of this document Please include this link in your syllabus: http://www.montgomerycollege.edu/pnp/#Chapter_4 (See Chapter IV – Student Affairs #42001)

B. Academic Honesty

This section should present general comments about academic dishonesty and may explain the specific behaviors that constitute academic dishonesty in the course. A faculty member may want to quote the language on this topic that appears in Section VIII Academic Dishonesty of the Student Code of Conduct. The code is available in the Appendix of this document and online at http://www.montgomerycollege.edu/pnp/#Chapter_4 (See See Chapter IV – Student Affairs #42001)

VII. College-wide Policies and Procedures

A. Attendance Policy

This section should explain the attendance policy for the course. A faculty member may want to quote the language on this topic that appears in the Montgomery College Catalog. Recommended language includes: Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class. An excessive absence is defined as one more absence than the number of classes per week during a fall or spring semester; the number of absences is pro-rated for accelerated sessions.

B. Withdrawal and Refund Dates

This section should include a brief statement on the college-wide policy on withdrawing from a course. Recommended syllabus language includes: "It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. It is recommended that faculty either specify the drop deadline date on the syllabus or provide the student with the following directions. To view specific drop deadlines, log into your MyMC account: 1) Click on "My Class Schedule" under Student Quick Links
2) Select the current term
3) Click on "View Drop Deadline Dates" at the bottom of the page.

C. Audit Policy

This section should include a brief description of an "audit" course. A faculty member may want to quote the recommended language: All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and students are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or to so participate may result in the grade of "W" being awarded. This action may be taken by the instructor by changing the "AU" to "W" before the drop with "W" date.

D. Disability Support Services

Disability Support Services recommends the following language: "Any student who needs an accommodation due to a disability should make an appointment to see me during my office hours. In order to receive

accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: www.montgomerycollege.edu/dss

E. Veteran's Services

This section should include this brief statement: "If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College website at www.montgomerycollege.edu/combat2college."

F. Delayed Opening or Closing of the College

Because of inclement weather or utility failure or for other reasons, it may be necessary to delay opening or

suspend all operations of the College or an individual campus. This section should present general comments about the closing of the College and explain what is expected of the student regarding continuation of coursework in the event that the College is closed due to unforeseen circumstances.

This section should also include a statement to encourage students to check MC internal communication systems when the College is closed such as: a) signing up for the Montgomery College ALERT at www.montgomerycollege.edu/emergency b) checking the Montgomery College Web site, and c) calling the college main phone number at 240-567-5000, and d) accessing student email through the MyMC Portal.

If your policy is that online work will continue even if the college is closed, state that policy directly.

Provide a means for students who are experiencing power outages to contact the instructor, e.g., leave a voice mail message on your office phone. Adjunct professors who prefer not to distribute personal phone numbers to students can sign up for a free Google Voice phone number and have messages forwarded to a personal phone. See http://www.google.com/googlevoice/about.html#tab=overview

How Closing and Delays Impact Classes

If the College closes early or has a delayed opening for any reason and if a class can meet for 50% or more of its regularly scheduled meeting time, or if the class can meet for 50 minutes or more, it will meet. Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more communication methods including the College's website www.montgomerycollege.edu. For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at www.montgomerycollege.edu/emergency.

G. Communication

This section should note that the Montgomery College e-mail account is the official means of communication between the faculty member and the student. Faculty are encouraged to include language in the syllabus that stresses the student's responsibility to check their MC e-mail for College and class information. Recommended language includes: It is recommended that you check this account routinely for official communication or as directed by your instructor(s). Some items you may find there are: course announcements, invoices, important admission/registration information, waitlist status. To check your e-mail, log into your MyMC online account and locate the e-mail icon in the upper right hand corner of the page.

F. A Note on Sexual Misconduct

Montgomery College is committed to fostering a safe, productive learning and working environment. Title IX and our College's policy on Sexual Misconduct; prohibit discrimination on the basis of sex.

Sexual misconduct — including sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, sexual intimidation, and stalking— is also prohibited at our school.

Montgomery College encourages anyone experiencing sexual misconduct to talk to someone about what happened, so you can get the support you need and Montgomery College can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, please contact one of the following resources: Rockville Counseling Department, 240-567-5063 or 240-567-4104, Germantown Counseling Department, 240-567-7734, or Takoma Park/Silver Spring Counseling Department, 240-567-1480.

If you wish to report sexual misconduct or have questions about school policies and procedures regarding sexual misconduct, please contact our school's Title IX coordinator, **Mr. Christopher Moy, 240-567-5412, christopher.moy@montgomerycollege.edu, 900 Hungerford Dr. Rockville, MD 20850 Rm 150.**

Montgomery College is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the greatest extent possible.

As a faculty member, I am also required by our school to report incidents of sexual misconduct and thus, cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

VIII. *Additional General Information / Additional Information for this Online or Blended Course*

This section might include comments that are specifically related to a course or discipline. The name of this section and its content can vary with the faculty member. A faculty member may note in the syllabus that he or she reserves the right to alter the content to provide the best educational experience for the student. Alterations of the content must remain consistent with the College Catalog's course description, and the faculty member must notify the students of changes to the schedule or other elements of the syllabus in writing before the changes are implemented.

This section should include information and policies that are unique to the online or blended version of your course. For samples to use, see section 2 of this document.

A. Getting Started

This section explains the steps students should take to prepare for the online or blended course such as completing the online learning pre-assessment at https://www.montgomerycollege.edu/academics/online-learning/distance/online-learning-preassessment-form.html, printing the syllabus, and completing the orientation / Start Here module.

B. Technical Requirements & Technical Support

This section explains any technical requirements for the online or blended course and presents contact information for technical support.

C. Discussion Participation

This section presents the instructor's guidelines and grading criteria for online discussions, including chat and Collaborate sessions, if appropriate. It describes the role the instructor will play in online discussions so that students know what to expect of the instructor.

D. Use of Email

This section explains the appropriate use of email, sets expectations regarding the instructor's response time or any times when the instructor may be unavailable. The instructor may explain the kinds of email that are acceptable and unacceptable and may include sample messages.

E. Use of Blackboard Collaborate

If Collaborate is used, this section explains the use of Collaborate in the course.

F. Submitting Assignments

This section explains the requirements for submitting assignments electronically or otherwise. It may specify how assignments will be submitted and other requirements such as how to name the file, identifying information to include, and acceptable file formats. It may include one or more alternate means of submitting assignments on time if a student is unable to login to the course site, e.g., email the instructor directly or place a hardcopy in the mail and notify the instructor. A faculty member may also explain how feedback will be provided as well as a time frame for receiving grades and procedures for discussing a grade with the instructor. It can also include the faculty member's policy on students keeping backup copies of all work.

G. Privacy

This section may explain that electronic communications do not guarantee privacy. In addition to the instructor, technical staff or administrative personnel may also access the course. This section may also explain that to respect students' privacy, sharing personal information or posting photographs is voluntary, not required.

H. Accessibility

This section provides links to documentation of ADA compliance for the course management system and for other tools or software that are required.

I. Accessibility

This section provides links to documentation of ADA compliance for the course management system and other tools or software.

IX. *Course Schedule*

This section provides a daily or weekly schedule for the course, along with due dates for assignments. A faculty member may note that assignments and dues dates are subject to change. The course schedule should contain a concise list of <u>all</u> assignments and readings, quizzes & exams, due dates, holidays, and any on-campus meetings.

Part 2 - Sample Text for Section VIII Additional Information

Copy and paste the text below and adapt it to use in your online or blended course syllabus.

A. Getting Started

This section explains the steps students should take to prepare for the online or blended course such as completing the online learning pre-assessment, printing the syllabus, and completing the orientation / Start Here module.

Are You Ready for Online Learning?
To find out take the Pre-Assessment Survey:
https://www.montgomerycollege.edu/academics/online-learning/distance/online-learning-preassessment-form.html

See How to Register and Prepare for Online Classes https://www.montgomerycollege.edu/academics/online-learning/distance/how-to-register-and-prepare.html

B. Technical Requirements & Technical Support

You will need the following to participate online:
- Regular use of a computer with Internet access. Expect to spend several hours online each week.
- A web browser such as Firefox, Chrome, or Internet Explorer.
- See Prepare Yourself https://www.montgomerycollege.edu/academics/online-learning/distance/how-to-register-and-prepare.html
- It is highly recommend that you have internet access at home, however, there also are computer labs on each campus. See https://www.montgomerycollege.edu/academics/support/learning-centers/index.html

For technical assistance with college supported resources, call the Montgomery College IT Service Desk at 240-567-7222.

Blackboard Help Desk
The **HELP** link on the left-hand course menu links to the **MC Blackboard Online Support Center**. Students can

1. Call the Support Center at 240-567-7222, or
2. Chat with a service representative, or
3. Submit a ticket.

Note: Click the **My Support** link at the top of the Blackboard Online Support Center screen to view a history of your correspondence with the Blackboard Support Center.

System Downtime
The Office of Information Technology conducts computer network maintenance on Sunday morning from 12:01 AM to 6:00 AM each week. During this time you may be not be able to access My MC to login to Blackboard. Do not rely on this time to submit course work.

C. Discussion Participation

This section presents the instructor's guidelines and grading criteria for online discussions, including chat and Bb Collaborate sessions, if appropriate. It describes the role the instructor will play in online discussions so that students know what to expect of the instructor.

What is an Online Discussion?

An online discussion is similar to an email conversation with some important differences.

· An online discussion can involve a number of participants, such as a group or the entire class.

· All messages stay posted in the discussion area for participants to read and re-read at any time throughout the course.

· An online discussion can last for a week or longer.

If you are new to online discussions, you will find them as rigorous as any on-campus classroom discussion. The purpose of a discussion is dialogue as a means of learning. In this course, you will spend a good deal of time in online discussions.

Guidelines for Participating in an Online Discussion

· *You are expected to read all posted messages!*

· Respond to each other promptly.

· Use a person's name when you reply to a message, and add your name at the bottom of your message. It helps us to know is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

· Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

· Reinforce each other's ideas with comments such as "Good Point" or "I agree" or "Thanks for the comments." (These comments won't add to your grade, but they are nice to hear!)

· Avoid angry or rude comments. The use of objectionable, sexist, or racist language is not acceptable.

· Use emoticons to communicate humor, e.g. :-)   ;-)   :-0   :-/   :-(and so on...

· Oh, and have fun!

Note:

· I strongly encourage you to compose your messages in a word processor then copy and paste the text into the discussion message. Expect to spend time editing and revising your messages until they are clear. Composing your messages in a word processor first, will save you from losing your hard work if your browser crashes before you click the submit button.

· As a general rule, messages posted on the Discussion Board should be no more than a screen in length. If your message is longer, revise it to be more concise or separate your message into points and post each point as a separate message.

Discussion Participation Grading Criteria

Criteria & Points	Little or no contribution **0 points**	Some contribution **1 point**	Almost There! **2 points**	Good Contributions **3 points**
Met the assignment requirements	**None** of the assignment criteria were met.	**Some** of the assignment criteria were met.	**Most** of the assignment criteria were met.	**All** of the assignment criteria were met.
Contributed frequently and on time	Did not post in the discussion.	Posted messages only **once** during the week.	Posted messages on **two** different days during the week.	Posted messages on **three** or more different days during the week.
Made meaningful contributions to the discussion	Did not post in the discussion, or the messages posted did not meaningfully contribute to the discussion.	Responses to peers consisted mostly of "light" comments such as "I agree."	Responses to peers advanced the discussion with **some** thoughtful comments, questions, anecdotes, and/or references to the readings.	Responses to peers **advanced the discussion** by posing thoughtful comments, questions, anecdotes, and/or references to the readings.
Was courteous to all	Messages did not show courtesy and respect.	Messages showed courtesy and respect.	NA	NA
Total Points: 10				

Note: Write the criteria to fit your course and teaching style. The first criterion Met the Assignment Requirements enables the instructor to use one grading rubric to assess a variety of discussion activities.

D. Use of Email

This section explains the appropriate use of email, sets expectations regarding the instructor's response time or any times when the instructor may be unavailable. The instructor may explain the kinds of email that are acceptable and unacceptable and may include sample messages.

- Use Course Mail in Blackboard for all private communication.
- Use the *Course Questions* discussion topic to pose questions about assignments and course content. Your fellow students may have similar questions. I will check this topic regularly and answer your questions.

- Use my Montgomery College e-mail (*insert your email address*) <u>only</u> if Blackboard is unavailable.
- Generally, I will respond to e-mail messages within two business days.
- If a time arises when I will be unable to respond to email within two business days, I will let the class know.

TIP: Add other guidelines as needed to set expectations for tone and civility used in communicating with the instructor, including speaking style requirements, for example using standard English as opposed to popular abbreviations used online.

E. Use of Blackboard Collaborate

This section explains the use of Blackboard Collaborate in the course and presents the number for Blackboard Collaborate Support Technical Support at 1-877-382-2293.

F. Assignments

This section explains the requirements for submitting assignments electronically or otherwise. It may specify how assignments will be submitted and other requirements such as how to name the file, identifying information to include, and acceptable file formats. It may include one or more alternate means of submitting assignments on time if a student is unable to login to the course site, e.g., email the instructor directly or place a hardcopy in the mail and notify the instructor. A faculty member may also explain how feedback will be provided as well as a time frame for receiving grades and procedures for discussing a grade with the instructor. It can also include the faculty member's policy on students keeping backup copies of all work.

Submitting assignments electronically

In this course you will submit many of your assignments electronically. Because technology can be unreliable when you least expect it, submitting your work on time may require some persistence. Here are some alternate means to submit your assignments. Use ONLY if Blackboard is unavailable.

· Email your assignment directly to the instructor at   (*insert your email address*)

· If your email program isn't working properly and you can't access the course site, deliver the assignment to the instructor's office before the deadline, or, drop a hard copy in the mail before the deadline so the postdate shows that you completed the work on time. Notify the instructor by telephone.

· Call the instructor and arrange to send your work by fax.

There is always a means to submit your assignments on time. Be creative, be persistent, and keep your instructor informed!

Backing up your work

In this course you will complete most of your assignments on a computer. You are responsible for ensuring the safety of your work by making regular backups (extra copies). "The computer ate my homework, I lost my flash drive, my hard drive crashed, or my printer isn't working," are not acceptable excuses. Make frequent backups of your work and save the work in multiple places.

G. Academic & Student Support Services

Visit the Academic Resources and Technical Support page at
https://www.montgomerycollege.edu/academics/online-learning/distance/academic-resources-and-technical-support.html and provide links to any relevant support services not already listed elsewhere in the syllabus, such as the Learning Centers (math, science, and writing centers).

Or, list the academic support in Section V. Course Grade beneath the appropriate course requirement.

H. Privacy

This section may explain that electronic communications do not guarantee privacy. In addition to the instructor, technical staff or administrative personnel may also access the course. This section may also explain that to respect students' privacy, sharing personal information or posting photographs is voluntary, not required.

Electronic communications do not guarantee privacy. In addition to the instructor, technical staff or administrative personnel may also access the course. To respect students' privacy, sharing personal information or posting photographs is voluntary, not required.

If tools other than Blackboard are used, provide a link to the privacy policies of the tools, e.g., if a Wiki or Blog is used outside of Blackboard, link to the tool's privacy policy and settings. *Tip*: If students need to create a username and password, include a link to the privacy policy.

I. Accessibility

This section provides links to documentation of ADA compliance for the course management system and other tools or software.

Blackboard strives to meet accessibility at the bottom of each course home page. Look for the link to http://access.blackboard.com

Part 3 – A Syllabus Checklist

*Items marked with * are optional*

I.   Instructor Information

    A. Contact information including e-mail address, office hours, office phone number, and office location including campus.

    B. * Day(s) and time(s) for your online office hours and the means of reaching you, e.g., telephone, chat, Bb Collaborate session, or by appointment.

II.   General Course Information

    A. Course title, CRN, credit hours, prerequisites (QM Std 1.6), co-requisites, assessments levels and the catalog description.

    B. Format of the course (online or blended).

    C. General Education statement if appropriate. Courses in the General Education program should indicate the foundation or distribution that they fulfill.

    D. Contact information for the IT Service Desk (which includes Blackboard Help Desk).

    E. * How to access the College Web site, and the MyMC portal.

III.   Common Course Student Learning Outcomes

    A. The official common course outcomes for your course. (Ask your dept. chair.) B. Outcomes you add (if allowed) should meet QM Standards 2.1, 2.3, 2.5

IV.   Texts and supplies

    A. Textbooks, workbooks, and supplies that are required and any which are optional.

    B. * Include a link to the MC Bookstores:

        https://www.bkstr.com/montgomerycollegestore/home List any required software, browser plug-ins, or equipment such as a headset or microphone and speakers. Provide links to all downloadable resources. (QM Std. 1.5)

    C. Instructions for accessing publisher materials (or refer students to instructions in the course site.) (QM Std. 1.5)

V.   Course Requirements A. Course grade

    ▪ List the components of the final grade (assignments, quizzes, tests, papers, participation, etc.).

    ▪ Explain the formula used to calculate the grade and the grading scale.

    ▪ Explain each of the course requirements and how students will be evaluated.

    ▪ Present the grading criteria or direct students to the grading criteria in the course site.

    ▪ This section should meet QM Standards 3.1, 3.2, 3.3, 3.4, 5.1

B. Late policy / make up policy

VI.   Student Code of Conduct (QM Std. 1.4)

    A. Standards of college behavior, including a link to the Student Code of Conduct.

    B. Academic honesty, including a link to Section VIII Academic Dishonesty of the Student Code of Conduct.

VII.   College-wide policies including (QM Std. 1.4)

    A. Attendance policy

    B. Withdrawal and refund dates

    C. Audit policy

    D. Disability support services (QM Std. 7.2)

    E. Veteran's services

    F. Delayed opening or closing of the college

    G. Communication (MC email is an official means of communication.)

VIII. Additional information for an online or blended course.

    A. Getting Started with online learning

    B. Technical requirements and technical support

       ▪ Regular use of a computer with internet access

       ▪ Blackboard Help Desk (QM Std. 7.1)

       ▪ System downtime

    C. Discussion participation guidelines and grading criteria (QM Stds. 1.3, 3.3, 5.4)

    D. Use of Email including response time from instructor (QM Stds. 1.3, 5.3)

    E. Use of Blackboard Collaborate (if used for online office hours or other meetings)

    F. Submitting assignments electronically

       ▪ alternate means of submitting assignments

       ▪ Backing up work

       ▪ instructor response time for feedback on assignments (Std. 5.3)

    G. Info. and links to relevant Academic & Student Support Services (Std. 7.3 & 7.4) H. Privacy

       ▪ Privacy blurb

       ▪ Links to the privacy policy of additional software or sites used in the course. (QM Std. 6.5)

    I. Accessibility

       ▪ Information about the accessibility of all technologies required in the course. (Std. 8.2)

IX.   Course Schedule

The course schedule should contain a concise list of <u>all</u> assignments and readings, quizzes & exams, due dates, holidays, and any on-campus meetings. State the deadline(s) for all course assignments by indicating the day and time when they will be due. For a blended course, the syllabus and the schedule should cover

both the online and on-campus portions of the course and clearly specify the dates, times, and locations of on-campus meetings.