

APPENDIX B

Individual Course Syllabus

(Additional information required for distance education courses)

1. **Instructor Name**

2. **Instructor Accessibility**

(Instructor accessibility to students, such as office hours, office location, telephone number, and/or e-mail address.)

For distance education courses:

(Instructor accessibility to students: e-mail address, telephone number, when the instructor will be available online, how frequently the instructor will respond to e-mail from students.)

3. **Principal Course Assignments**

(Required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.)

For distance education courses:

(Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student.)

4. **Specific Course Requirements for Grading Purposes**

(Written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements -- if any.)

5. **Grading Policy**

(How the final grade will be determined with respect to weights or points assigned to various course requirements.)

6. **Attendance Policy/Participation Policy**

(If there are specific requirements for attendance, these should be stated; if attendance is to be weighted for the final grade, the syllabus should state what the weight or course points will be.)

For distance education courses, specify the participation policy for the course. State whether the course will be asynchronous or synchronous or a combination. If there are specific requirements for online participation, these should be stated; if online participation is to be weighted for the final grade, the syllabus should state what the weight or course points will be.

Indicate if the course will be primarily

- Asynchronous*
- Synchronous*
- Both asynchronous and synchronous*

7. **Required Course Material, Including Texts**

For distance education courses, also include:

Technology Requirements and Required Technical Competence

8. **Exam Policy/ Policy for Make-up Examinations**

For distance education courses, specify how graded tests and assignments and exams will be administered and how the identity of the student will be verified for exam purposes.

9. **General Education Curriculum**

(Please provide information concerning how this course incorporates the general education learning outcomes.)

10. **Additional Course Information**