

Distance Education Syllabus Standards by the Cuesta College Academic Senate

The Cuesta College Academic Senate requests that faculty teaching in distance education modality refer to this document when creating a syllabus for a DE course. The use of this document will assist faculty in adhering to quality standards for student success and to comply with national and regional articulation agreements¹ and the California Education Code. In order to comply with these Professional Standards, it is recommended that faculty include the components that are in bold and underlined, using any order, formatting, or word choice as appropriate. Text that is not bold and underlined provides examples and additional information for the instructor for use in syllabus construction. The items with an asterisk may be included in another location, such as a welcome letter, but it is advised that a hyperlink to those items be included in the syllabus. Instructors should include additional items as necessary for their course. The Academic Senate also strongly advises instructors to consult with other faculty in the same or similar discipline, as well as other faculty teaching DE and a DE Coordinator or Instructional Designer, when creating a syllabus.

Course name and CRN#

Instructor: Include your name

Contact information

- [Identify how students will be able to locate you by including information such as your,]
- Office number
- Phone
- Email
- Face to Face Office Hours
- Online Hours
- Skype name (or other online contact information)

Instructor Contact Expectations

- [Identify quickest way for students to contact you.] *For example:* Please note that Email is the best and fastest way to reach me.
- [Identify your email response time.] *For example:* I will generally respond within 24 hours. During those times in the semester when things are really, really busy . . . the turn around time may 48 hours.
- [Explain contact hours—when do you stop checking email? Do you contact students on weekends? Holidays?] *For example:* I generally log off around 4pm every day and do not respond to emails on the weekends.

Course Description from COR

[Enter the catalogue description for the course.]

[For the official course description and course outline of record please go to CurricUNET:

<http://www.curricunet.com/Cuesta/search/course/>]

Student Learning Outcomes*

- [Ideally, the Student Learning Outcomes (SLOs) will be listed on the syllabus, but it is permitted to have a hyperlink to SLOs in another location]
 1. SLO1
 2. SLO2
 3. SLO3 etc.

Text Book and Materials

- Text Book name and information
- Supplemental Materials necessary for the class, as applicable. *For example:*
 - Additional software
 - Technology tools outside the LMS: [if you want students to download them, add hyperlinks]. For example,
 - Publisher content,
 - Skype
 - [Adobe reader](#)
 - [PPT free Version](#)
 - Additional Supplies for Course

Disability Student Programs and Services

- *Sample DSPS wording:* If you have a physical, mental, or learning disability that requires any special accommodation, please contact [Disabled Student Programs and Services](#) as soon as possible to ensure that you receive the accommodations in a timely manner. I will be happy to discuss and work with you on your need for accommodations.

College Support Services*

- Tutorial services are provided to students and can be found at the following link: [Tutorial Services](#)
- For a list and reference to library services, including learning research and assistance, please follow the link: [Library and Learning Resources](#)
- Other campus services ([Veteran's services](#), etc)
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Help and Technical Support*

- Instructor specific instructions for troubleshooting LMS or other software issues.
- For issues related to accessing Cuesta's Moodle Site or other technical issues, students may email: support@my.cuesta.edu
- *Sample technical issues statement:* If the Cuesta server goes down or the power is out, you are still responsible for accessing the course. When this happens, you can access the class through: <https://moodle.cuesta.edu>
- [You may wish to add:] For all other issues related to the course or course content, please email me.

Course and College Policies

- [Include your online attendance and/or course attendance for mandatory meetings]
- **Authentication policy:** [Students should understand that their identity will be authenticated] *For example:* **Authenticating student identity** will be conducted through the use of the Learning Management System, Moodle. Moodle requires each student to log into the program using a **secure login and password to access**.
- **Regular Effective Contact policy:** [Students have a right to know how and when the instructor will be available.] *For example:* **Regular and Effective Instructor Contact** will be met through weekly instructor initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments; email, phone or messaging to individuals; and office hours [which may be asynchronous or synchronous].
- *Examples of additional information you may wish to include in this section:*
- Follow this link for [General Campus Policies](#) (including: Withdrawal, Repeatability, Student Code of Conduct)
- [Board Policy Student Conduct Code and Technology Agreement](#)
- [College Plagiarism and Academic Honesty Policy](#)
- Use [Administrative Procedure 4105](#) to assist you in addressing Authenticating student identity and regular and effective instructor contact.

Netiquette (or Online Professionalism or other synonym) and Online Course Participation*

- [It is wise to include expectations for professional online discourse.] *Sample wording:*
- Use respectful and appropriate language in your forum discussions.
- Please do not use texting language, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- You are expected to read all forum posts.
- You are to respond to the appropriate number of posts for each forum.
- All messages are public, so be careful and courteous when you post.
- Make your posts thorough and your replies as well.
- Complete sentences and thoughts are mandatory for forum posts.
- Use a person's name when you reply to their post.
- Use mycuesta.edu email for private communication.

Student Expectations

- [Include student expectations specific for the course] *For example:*
- Attendance policy. How often students should log into course
- Materials necessary for course
- Time expectations for completion of course (how many hours per week?)
- Drop policy
- Suggestions for how to succeed in the course (may be in a separate section)

Discussion Forum Requirements*

- [This section only applies if a discussion forum is used for the course. If participation in the discussion forum is part of a student's grade, the grade requirements must be included in the syllabus. Otherwise, forum requirements may be located elsewhere, such as in the discussion forum]
- Requirements for participation in discussions
- Refer to Netiquette Policy above

Grading Policy and Assignment Expectations

- Instructor grading policy
- Timeline for assignment feedback
- Submission Policy (how will students submit assignments and in what format? Word, PDF, RTF?)
- List of Course Assignments

Course Calendar*

Provide a calendar of assignments (EX. Assignment Sheet) or reference where to locate course calendar.

¹ As an example: <http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/Online%20courses.html>