**Syllabus Considerations**

**Transitioning from face-to-face to blended (hybrid) or fully online**

The purpose of this document is to provide you with a template syllabus that includes topics and examples that are considered best practices for online syllabus. This is the syllabus template approved by the Committee on Teaching at Marquette University with adaptations for online courses.

In the syllabus template, you will find that there are some topics that are relevant to all courses, but there are other topics that are specific to distance learning courses.

Please use the following syllabus as a guide to help you understand which topics may require your review and edit to transition from face-to-face to distance learning.

Each topic that you may need to revise to accommodate a distance learning course will include **<For distance learning only>** and that phrase will be followed by an example that you may use as a reference only. If you’re teaching a blended (also called hybrid) course, many of the distance learning components will apply to your course as well. Please note that each of the **distance learning only** topics requires you to determine what is appropriate for your specific course.

Additionally, after you have made the edits to the syllabus, it is a best practice to: 1) email the syllabus to the students using the classlist email functionality within D2L, 2) post the revised syllabus in D2L, preferably in the Start Here: Course Information Module.

## Course Title

Department, Course Number, and Section

Semester and Number of credits

## Contact Information

Instructor(s) name(s)

Email address

## Office hours

<Include your office location and phone number. Indicate whether you will hold office hours according to a schedule, by appointment, or both.>

<**For distance learning only>** Indicate whether you will hold office hours according to a schedule, by appointment, or both. Include the communication tool; options include Microsoft Teams or phone. Set your expectations for how students should communicate with you during office hours.

## Course description

<Include the official undergraduate or graduate University Bulletin description for your course.>

## Course overview

<Include here a more detailed description for your course that goes beyond the official description.>

## Required Textbooks, Resources, and Materials:

<Be sure to indicate here whether texts, resources, and materials listed are required or recommended. >

<**For distance learning only>** – It is a best practice to post resources in D2L, preferably within the relevant module.

**Following is an example of a statement to include in an online course:**

In addition to the required textbook, there are additional required resources such as lecture notes, interesting articles, websites, and case studies, that are posted in D2L that you will use to study and complete your studies.

## Course Learning Objectives/Outcomes

<Include the learning objectives/outcomes for your course and, if applicable, for your program. >

## Communication Policy

### Instructor Communication Policy

<**For distance learning only**>

Put your communication standards here. Your preferred method of communication and your available hours? When will you be getting back to students on emails? Feedback for assignments? Grades? Etc.

**Following is an example of a statement to include for an online course:**

You should note Marquette University’s policy on email: “E-mail is an appropriate and preferred method for official communication by Marquette with students unless otherwise prohibited by law. The university has the right to send official communication to students by e-mail with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails.”

If I need to contact you outside of class, I will use your Marquette email address, and expect that you will read and respond to this communication in a timely manner. Additionally, please recognize standard email etiquette. Initial emails to me should contain (minimally) a subject, greeting and closing.

I will attempt to respond to students within 24 hours. If you have not received a reply from me within 24 hours, please resend the email.

### Student Communication Policy

### <**For distance learning only**>

<Set expectations for students on their responsiveness and engagement with instructor and fellow students’ communications. Refer them to the [Marquette Netiquette Guidelines](https://www.marquette.edu/online-programs/netiquette.php) and add any netiquette guidelines specific to your course. Indicate how students should communicate with you (e.g., email, Q&A forum in D2L).>

**Following is an example of a statement to include for an online course:**

Please review the [Netiquette at Marquette](https://www.marquette.edu/online-programs/netiquette.php) prior to completing any course work.

Since this is a fully online course, your communications with me and other students are critical to your learning experience. Please be respectful to others as you communicate.

In addition to Netiquette at Marquette policy, I would like to ask you to be cautious of dominating any discussion, keep an open mind and be sure to proofread and edit prior to publishing anything to D2L.

## Attendance and Participation

<**For distance learning only**>

**Following is an example of a statement to include for an online course:**

An online course unlike a face-to-face course attendance is not taken as roll call or a checklist. Instead, attendance is considered your participation and engagement in activities and completion of the given assignments.

This is a collaborative online course. Much of your learning takes place in the online learning community with and from others. Therefore, it is essential that you are present in the course and discussion forums.

If you fall behind it will be extremely challenging to catch up. If you find yourself absent from the course and falling behind, please contact your instructor.

Late Work Policy

<**For distance learning only**> Add your late work policy.

**Following is an example of a statement to include for an online course:**

Work submitted late and without prior communication with me will not be accepted. Please communicate with me in a reasonable amount of time (more than 24 hours before an assignment due) if you’d like to request an extension on a specific assignment. Extensions will be permitted on a case-by-case basis.

## Assignments

<Include here a list of all assignments and exams. Include the dates/deadlines for each, and the percentage of the student’s overall course grade that will be determined by that assignment.>

## Discussions

**<For distance learning only>**

### Asynchronous Discussions

< Set expectations for the discussion:

* When is the initial post due?
* What should the initial post look like? Word count?
* When are final posts/peer replies due?
* What are the expectations of those final posts? Critique? Rebuttal? Summary?
* Share the [Marquette Netiquette Guidelines](https://www.marquette.edu/online-programs/netiquette.php)

Set expectations about your interaction with students, including how they can expect to receive feedback from you in the discussion boards.>

**Following is an example of a statement to include for an online course:**Key topics and concepts will be introduced through textbook and supplemental readings and discussed online in the D2L discussion board.

Students are required to submit initial posts to discussion questions by Wednesday midnight of each discussion week and to post responses by Saturday midnight of that week.  Late work will not be accepted.

Be sure to check the course schedule for each week because dates may change.Please consult the rubric for online discussion on the Course D2L’s Course Resources. Your discussion participation will be graded on the following criterion:

1. Shows insight, identifying patterns and connections when comparing relevant ideas, theories, and experiences.
2. Is able to identify multiple views and identify and support own view by using credible references.
3. Demonstrates understanding of the relationship of the assignment to leadership and change.
4. Grammar and Spelling.
5. Clarity and organization.

### Synchronous Discussions

<Explain the purpose of any required meetings (e.g., lectures, discussion sessions, etc.) and include the meeting times.>

## Important Dates

<Use this section to highlight key dates and deadlines your students should know, including university holidays, add/drop deadlines, or days when you know that you will be away from campus.>

## Grading and assessment

<Explain here how students will be assessed on their work. Make sure to include the grading scale for your school/faculty>

## Course Policies

<**For distance learning only**>

Include your own policies about the course along with any pertinent university, college/school, or department policies.

**Following is an example of a statement that you may add to the policies required by the university, college/school or your department for an online course:**

**Assignment Submissions:** All course work must be submitted to D2L no later than midnight on the scheduled due date.

**Attendance:** Students will participate as outlined for each activity. Students will be considered absent if they do not post by the due date. Since this is an online course, no more than XX absences will result in automatic withdrawal from the course.

**Working in Groups:** Students may not change groups without prior approval from the instructor

**Academic Integrity:** Students are required to submit all papers via D2L’s Dropbox, using the Turnitin functionality.

## **Accommodation statement:**

If you have a disability and require accommodations, please contact me early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Office of Disability Services. If you are unsure of what you need to qualify for services, visit the [Office of Disability Service's website](https://www.marquette.edu/disability-services/instructor-resources.php) or phone the Office of Disability Services at 414-288-1645.

<**For distance learning only**>

Faculty may wish to supplement this statement with further descriptions of how they support students who require accommodations to better support their learning.

**Following is an example of a statement to include for an online course:**

Since this course changed from a face-to-face course to an online course, students may find that their access needs have changed. If you need to request accommodations, or modify existing accommodations that address disability-related needs, please contact [ODS](https://www.marquette.edu/disability-services/).

## Resources for Students

<This section of your syllabus serves to inform students of resources available to support their learning and development while at Marquette.>

<**For distance learning only**>

<Include a link to [Becoming a Successful Online Student](https://www.marquette.edu/online-programs/becoming-successful-online-student.php) and [Support Services and Offices](https://www.marquette.edu/online-programs/support-services-offices.php)>

## Class Schedule

<**For distance learning only**>

The class schedule provides the students with the required assignments and due dates. Be sure to be specific the due dates of the postings for Discussion assignments.

**Following is an example of a list of assignments and due dates to include for an online course:**

| **Module** | **Assignment Title** | **Assignment**  **Type** | **Day** | **Due Dates**  **(before midnight)** |
| --- | --- | --- | --- | --- |
| Intro | Getting to know you initial posting | Discussion | Wednesday | 03.11.2020 |
| Intro | Getting to know you response posting | Discussion | Saturday | 03.14.2020 |
| Career Insights | Resume | Dropbox | Saturday | 03.21.2020 |