



## The Online Syllabus

There are many different models to designing syllabi for online courses. The model presented below has proven to be particularly effective at LPC. However, you are obviously free to design your syllabus any way you want.

The main advantage of using the LPC model syllabus is that most of the work has already been done for you. If you choose to use Scott's model course, the LPC syllabus comes with it. You just modify the content with the particulars of your class.

Below are the elements of the LPC model syllabus. If you want to see what they look like in Blackboard, go to the model course, and click Course Information. (Please keep in mind that if you don't use this model syllabus, you should probably consider including the following elements in your syllabus. If you have suggestions to improve this model, feel free to voice them.)

### Course Description

- Describe your course briefly here. You can even use the official course description from the catalog.

### Textbooks

- List your textbook(s) in full bibliographic citation.
- List any other materials students will need.
- Link to the LPC online bookstore.

**Student Learning Outcomes** (note: LPC does not require these; the accrediting agency does, however)

- Aim for at least 3 outcomes.
- Use observable, action verbs.

### Modules

- Explain what modules are, how to access them, and how long they last.

### Grading/Exams

- Detail your grading system.
- Explain exams or any other types of assessment.
- Explain makeup policy, if you allow make-ups.
- Include rubrics for grading assignments (i.e. criteria for bulletin board postings, etc.).
- Include model assignments as examples.

### Projects/Term paper

- Detail term paper here.
- If you don't assign one, change the name to "Term Project" (whatever you want), and detail that here.

### Course Schedule

- List what you will be covering in class and due dates.
- Maybe add some text about how often students should log into the class.

### LPC Library

- Provide a link to the library web site.
- Provide links and login info to online databases.

- Keep login info current. It tends to change.

### **Ethics, Netiquette**

- Explain plagiarism and what constitutes cheating in an online class.
  - Link to LPC Student Conduct and Due Process policy.
- Explain netiquette and give examples.
- Explain emoticons and acronyms and give examples.

### **Succeeding in an Online Course tutorial**

- Link to the tutorial.

### **LPC Withdrawal Policy**

- Link to the LPC Registration Policies web page.

### **Technical Requirements**

- Describe the hardware and software, including web browsers, that students will need.

### **Downloads**

- List the free downloads, such as media players, your students will need.
- Link to each of the downloads.

### **Technical Support**

- Explain where students can go for Blackboard technical help.

### **Students with Disabilities**

- Make sure that students with disabilities contact you at the beginning of class so they can get the necessary help.

### **Copyright**

- Explain that the materials in the class might be subject to copyright protection.
- Provide a link to the U.S. Copyright Office web site.

### **Others who might have access to this class**

- Explain that there might be others, such as guest speakers, course evaluators, and college technical support people, who would have access to this class from time to time.