**Course Syllabus Checklist for Online Courses**

*Each SOC course syllabus taught by an adjunct faculty member must be approved by the Director or his/her designee prior to the beginning of the course, and as a condition of the signing of the contract of remuneration.*

**Course code and number: Course Name:**

**Instructor:** **Semester: Year:**

**Course Information**

* Department/School SAU logo
* Course code and name
* Number of credit hours
* Semester/session and year
* Online meeting room address
* Online meetings days and times and a link to the meeting room (e.g., Tu 5pm, ET)

 **Instructor Information**

* Name and title
* On-campus office address, if applicable
* Phone number(s), with any restrictions
* Online office hours, connection method, and address or link (Adobe Connect, Zoom, Skype)
* Southern email address
* On-campus and online office hours (e.g., Office hours: M/W 8:00-10:00 a.m., Tu/Th 1:30-3:30 p.m., and by appointment. During office hours, I will be available on Skype for online students.)

**Social Media/ Web 2.0 Tools/ Apps**

* List any social media to be used (e.g., Facebook group page, Twitter, Other)
* List any Web 2.0 tools to be used (e.g., Google Docs, Animoto, Prezi)
* List any apps for mobile devices that will be used (e.g., Knovio, Nearpod, iMovie)

**Technical Support Information**

* Name, title, email address, phone numbers, and office hours of:
	+ SOC Advisor (Lisa Hyder)
	+ eClass Help (Greg Merchant)
	+ Online Campus Coach
	+ Embedded Librarian
* Link to description of system requirements

**Course Parameters**

* Course description, as published in the current SAU catalog
* Biblical foundations of faith and learning
* Course learning goals, essential questions, objectives, and learning outcomes
* Learning online
* Instructions for course access
* Course procedures
* Core values and competencies
* Course alignment with professional standards
* Textbook(s), with full bibliographic reference in the style specified by the discipline (e.g., APA) and indicating whether the text is required or recommended, and how to obtain the electronic version of the text
* Supplemental reading (hard copy, electronic, or online), indicating where available. Required for graduate courses; recommended for undergraduate courses
* Supplemental materials/equipment (e.g., Webcam, Microphone, Video-camera, iPad)

**Course Requirements and Assessment**

* Course requirements, due dates, availability, and submission methods should be clearly stated.
* Policy regarding attendance and excused absences, including the reporting of illness.
* Explanation of template elements if a template is used.
* Specification of the grading criteria for each course assignment and assessment contributing toward the final grade. If a separate rubric is utilized, this should be specified in the syllabus and a copy attached. All major projects and papers should have guidelines and grading rubrics attached.
* Indication of the weight of each course requirement on the final grade, in terms of points and/or percentage. This should be sufficiently transparent so that a student can calculate his/her grade-to-date at any point during the course. The assessment system should also represent a variety of indicators (e.g., projects, activities, quizzes, exams), distributed throughout the course, so as to provide a valid, reliable, and fair assessment of learning.
* Clarification of testing methods (e.g., time and resources permitted, whether the exam is cumulative, whether the exam is to be proctored, etc.).
* Specification of grading scale, both in terms of qualitative descriptors and of points and/or percentages.
* Statement of when and in what format students can expect evaluation ***feedback*** of submitted assignments and exams, and in what format.
* Clearly stated participation requirements for discussion board (e.g. frequency and lengths of posts, etc.).
* Recommended that initial posts be due by Wednesdays 11:55 PM and responses due Sundays 11:55 PM.

**Class Policies**

* Statement regarding academic integrity including plagiarism policy and proctoring requirements (if any)
* Use of Turnitin
* Policy regarding make-up or late work
* Policy regarding extra-credit work
* Statement regarding live sessions, attendance policy, and the availability of recordings for missed sessions
* Statement regarding accommodations for disabilities
* Statement regarding completion of the online course evaluation

**Course Schedule**

* Schedule of topics
* Due dates for readings, papers, assignments, and projects
* Dates and availability of quizzes and exams
* A reminder of dates and times of live sessions and a link to the meeting room
* Other pertinent dates (e.g., holidays, last day to drop, etc.)

**Discussions/Project/Paper Guidelines and Rubrics**

* Discussion guidelines
* Discussion rubric
* Project guidelines
* Project rubrics
* Paper guidelines
* Paper rubrics

Reviewed by: Date:

Action Taken: