SKYLINE COLLEGE ONLINE TEACHING COURSE CHECKLIST

I. Essential Syllabus Information:

- Instructor’s name
- Virtual office hours (synchronous or asynchronous)
- Office phone number and/or District e-mail address (additional contact information if available)
- Course title, number, and CRN (Course Record Number)
- Beginning and end of virtual course weeks
- Semester and year
- Class meeting location (building number/name and room number)
- Class units (e.g. 4 units)
- College Catalog course description
- Student Learning Outcomes
  These should match the SLOs on the Course Outline of Record (COR) for your course, which can be found on CurricUNET. Be sure to select the “active” version of your course to find the current SLOs.

NOTE: SLOs ON SYLLABI ARE REQUIRED BY ACCJC ACCREDITATION STANDARDS.

- Course prerequisites, co-requisites, and/or advisories (please review the COR on CurricUNET).
- REQUIRED NOTE: Include the following disclaimer:

  Official information about course transferability and degree applicability is stated in the Skyline College Catalog.

  Information about course transferability and degree applicability is updated on an annual basis. For the most current information about course transferability, consult a Skyline College counselor and ASSIST, the online transfer information database: http://www.assist.org

  For the most current information regarding Associate Degree requirements, please consult a Skyline College counselor and the Skyline College Catalog: http://skylinecollege.edu/catalog/

- Required textbooks, materials, and supplies

Clear Grading Scales, Policies, and Evaluation Criteria:

- Exams and/or Quizzes (points or percentage of grade)
- Homework (points or percentage of grade)
- Writing assignments (points or percentage of grade)
- Class participation (points or percentage of grade and the specifics of how these will be awarded)
- Other graded work
- Grading scale for the final semester grade
Accommodations for Students with Disabilities

☐ Include the following statement in your syllabus:

*Reasonable accommodations will be provided for eligible students with disabilities. If you do not have an accommodation letter, please contact the Disability Resource Center (DRC) at (650) 738-4123.*

http://www.skylinecollege.edu/disabilityresources

Academic Integrity/Honesty and Student Code of Conduct

☐ See the Skyline College Catalog, “Student Rights and Responsibilities” for College Policies

Title IX Requirement (Added 11/18/16)

☐ The SMCCCD maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. http://smccd.edu/titleix/ To learn more about these issues and how you can help prevent them, you are encouraged to view the Not Anymore videos, which can be found on WebSMART under the Student Services link. Click on the 'Not Anymore Website'.

II. Recommended Syllabus Information:

Additional Course Information (optional):

☐ Units/topics to be covered and the estimated dates on which they will be covered

*NOTE*: The following disclaimer is recommended: *Course content and schedule are subject to reasonable change at the instructor’s discretion.*

☐ Reading assignments [chapter(s) and/or page numbers]

☐ Homework assignments and/or projects, and due dates

☐ Tentative exam dates, format, and time allowed

☐ Recommended textbooks, materials, and supplies

☐ Available student support services and resources (e.g. Learning Center, Library, Counseling, Student Services, etc.) http://skylinecollege.edu/catalog/studentresources/

☐ Extra credit assignments

☐ Warnings of potential pitfalls and advice/strategies for avoiding them

☐ Recommendations for staying on track

Additional Important Dates (optional)

☐ Drop deadlines (see Class Schedule)

☐ Holidays (see Class Schedule)
Policy Statements (optional)

- Attendance (Note: You may not use attendance for grading)
- Withdrawing from the course (in line with College policies)
- Plagiarism
- Late work
- Make-up policy for missed assignments, exams, etc.
- Homework
- Extra credit
- Internet Access Requirement
- Classroom safety/health (visit the Skyline College Public Safety website: http://skylinecollege.edu/publicsafety)
- Other behavioral issues that are important to you as the instructor

III. Canvas Specific Recommendations:

- Review syllabus in Canvas to ensure that the essential items above are included.
- Ensure that required book(s) and supplemental readings match the syllabus.
- Assignments, quizzes, exams listed in syllabus match CANVAS course.
- All assignments, discussions, and quizzes have clear instructions and DUE DATES.
- Review discussions/student engagement activities to ensure clear DUE DATES.
- Post a Welcome Announcement with contact information (prior to the start of the course)
- All graded items and point values/criteria are correct and in the Canvas Gradebook.
- Contact Information is provided and accessible for the Canvas course Home Page.
- All elements in Canvas including course shell and instructional materials adhere to the OEI Rubric.

IV. Accessibility Recommendations for Canvas:

Note: See CANVAS COURSE ACCESSIBILITY CHECKLIST for additional details.

- Course materials employ proper heading styles to create semantic structure that facilitates consistent meaning and sequencing across all digital media types.
- All images have alternative text.
- All videos have captions.
- All hyperlinks are descriptive.
- All course documents can be downloaded to allow students who require assistive technologies to access them.