



ONLINE SYLLABUS SELF-REVIEW CHECKLIST OF REQUIRED ELEMENTS

Element	Item	Explanation of Item	Y/N
Contact Information	Name	Name of instructor	
	Email	Instructor email	
	Phone	Instructor phone #	
	Office Location	Instructor's office location	
	Office Hours	Instructor's office hours	
Course Information	Title	Title of the course and matches course catalog	
	Alpha Course Identifier	Course ID number and matches course catalog	
	Course Registration Number (CRN)	Include CRN	
	Section	Include section number	
	Credit Hours	Number of credit hours course is worth	
	Course Website	Link to Blackboard Learn	
	Catalog/Course Description	Include the exact language of the catalog description of the course	
Student Learning Outcomes (SLOs)	Student point of view	Write SLO statements from the student's point of view (i.e.-By successfully completing this course, students will be able to...)	
	Action verb	Express all SLO statements as specific actions/skills expected of students	
	Observable	All SLO statements are observable terms	
	Measurable	All SLO statements are measurable terms	
	Aligned with assignments	All SLO statements are in clear alignment with assignments/assessments	
	Related to one another	SLO statements clearly relate to one another, the program, and if applicable-the core curriculum	
	Cross-listed course (if applicable)	Differentiate between undergraduate and graduate level SLOs	
Pre/corequisites	Catalog	List course names and numbers for all prerequisite and corequisite courses. Prerequisite and corequisite courses listed match those in the course catalog	
	Skills/content from previous courses*	Indicate what skills and content from previous classes will be used in the course	
Required Text(s) & Ancillary Materials	Need	Indicate that text(s) or ancillary materials are required	
	Full citation	List necessary and optional texts with full citations	
	ISBN	Include ISBN #(s) for each text listed	
	Explanation*	Explain why these particular resources were selected and how the student can use them	
Technology: Requirements, Privacy Policies, & Accessibility	Statement and link	Include the provided statement and link to technology considerations including general technical skills and requirements needed for online courses, as well as the privacy policies and accessibility information for commonly used technologies. If additional technologies other than those listed on the webpage are used in your online course, please provide the requirements, privacy policies, and accessibility information for those technologies below the provided statement.	
Academic Policies	Link to policy page	Include correct link to policy page	

*Indicates best practice, but not required.



Element	Item	Explanation of Item	Y/N
	Policy page is correct level (graduate vs. undergraduate)	Match the policy page link to the defined level of the course (graduate vs. undergraduate)	
Communication Guidelines	Instructor Communication	Indicate the instructor's time frame for providing grades and feedback on assignments as well as timeframe for response to student inquiries	
	Email communication	Instruct students to use their University of Toledo email address and state student expectations for checking email	
Grading	Midterm purpose	Explain the purpose of midterm grade reporting	
	Midterm calculation	Include information regarding how midterm course grades are calculated	
	Final grade calculation	Include information that fully explains how final course grades are calculated	
	Final grade scale	Define the grading scale for the course, including the letter grade associated with total point ranges	
	Final grade components	Include the points, percentages, and weights for each component of the course grade	
	Grade-related expectations*	Include specific information regarding grade related expectations such as late submission of work, incomplete grades, extra credit, proctoring of tests, etc.	
	Assignment/Assessment Descriptions	Include descriptions of the graded assignments/assessments	
	Cross-listed course assignments (if applicable)	Differentiate assignments between undergraduate and graduate levels	
University Policies	Institutional Classroom Attendance Policy	Include the appropriate Institutional Classroom Attendance Policy statement for your course (Full Term or POT)	
	ADA (Non-discrimination on the basis of disability)	Include link to the ADA policy statement	
	Title IX	Include link to the Title IX (Sexual Misconduct) Policy	
	Code of Conduct	Include link to the Student Code of Conduct	
	Academic Accommodations Statement	Include the provided Academic Accommodations Statement from the Office of Accessibility and Disability Resources on your syllabus	
	Religious Accommodations Statement	Include the provided Religious Accommodations Statement from the Office of the Provost on your syllabus	
Academic and Support Services	Link to resources page	Include correct link to resource page	
Safety and Health Services	Link to resources page	Include correct link to resource page	
Statement of Mutual Respect	Statement	Include the provided Statement of Mutual Respect	
Course Schedule	Logical sequence	Include fully articulated and logically sequenced class schedule	
	Topics	Identify course topics/content for each class period	
	In-class activities	Identify in-class activities for each class period if synchronous sessions are part of your course	
	Assignments due	Indicate when assignments are due	
Template*	Online	Syllabus follows the online course template	

*Indicates best practice, but not required.