

Langston University

Online Course Syllabus Checklist/ Approval Form

Included

1. Course Information	
1.1. Course Title	<input type="checkbox"/>
1.2. Course Information	<input type="checkbox"/>
1.2.1. School	<input type="checkbox"/>
1.2.2. Department	<input type="checkbox"/>
1.2.3. Program (Course Number, Semester/Year)	<input type="checkbox"/>
1.2.4. Meeting Day, Time (if Synchronous)	<input type="checkbox"/>
1.2.5. Meeting Location, Chat Room, etc. (if Synchronous)	<input type="checkbox"/>
2. Instructor Information	
2.1. Instructor Name	<input type="checkbox"/>
2.2. Instructor Contact Information	<input type="checkbox"/>
2.2.1. Office Hours	<input type="checkbox"/>
2.2.2. E-mail Address	<input type="checkbox"/>
2.2.3. Phone Number	<input type="checkbox"/>
2.2.4. Office Location (Virtual Office)	<input type="checkbox"/>
2.3. Contact Policy	<input type="checkbox"/>
3. Course Description and Objectives	
3.1. Catalog Description	<input type="checkbox"/>
3.2. Course Objectives	<input type="checkbox"/>
3.3. Course Rationale	<input type="checkbox"/>
3.4. Course Requirements	<input type="checkbox"/>
4. Course Materials and Readings	
4.1. Course text(s) and Reading Lists	<input type="checkbox"/>
4.2. Special Software, etc. needed	<input type="checkbox"/>
5. Online and Technical Requirements	
5.1. Intro to Online Learning Course	<input type="checkbox"/>
5.2. Online Course Information	<input type="checkbox"/>
5.3. Technical Requirements	<input type="checkbox"/>
5.3.1. Hardware	<input type="checkbox"/>
5.3.2. Software	<input type="checkbox"/>
6. Teaching and Learning Methods	
6.1. Methods of Instruction	<input type="checkbox"/>
6.1.1. Instructional Method	<input type="checkbox"/>
6.1.2. Delivery Method	<input type="checkbox"/>
6.1.3. Communication Methods	<input type="checkbox"/>
6.2. Methods of Evaluation	<input type="checkbox"/>

- 6.2.1. Threaded Discussion Rubric
- 6.2.2. Other Rubrics or Competencies

7. Course Schedule (Table Format)

- 7.1. Topics
- 7.2. Assignments
- 7.3. Due Dates
- 7.4. Mid-term and Final Exam Weeks

8. Grading Criteria

9. Student Requirements and Responsibilities

- 9.1. Attendance/Participation
- 9.2. Expectations

10. Course Policies

- 10.1. Netiquette
- 10.2. Assignment Submission Policy

11. Student Help Resources

- 11.1. ITS Technical Support
- 11.2. D2L Online Support
- 11.3. Library Support
- 11.4. Financial Aid
- 11.5. Admissions
- 11.6. Bookstore

12. University Policies

- 12.1. Vision Statement
- 12.2. Core Values
- 12.3. ADA Statement
- 12.4. Affirmative Action

Comments: _____

Approval Signature	
_____ Online Course Development Committee Member	_____ Date