COMPONENTS OF A SYLLABUS

OSUN Teaching Resources

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Syllabus Categories or Components	Online Syllabus Categories or Components
Clarity & Logistics: Careful Structure of Assignments, How to Submit	Clarity, Logistics, Clear Course Structure
Technical Problems: What to do, troubleshooting help, options for submitting assignments in various ways, where are resources	Technical Problems
Expectations: Rubrics, for each assignment, for the course as a whole	Expectations (what the course is, what students will be asked to do)
Learning Goals and Outcomes, Universal Learning Statement on Learning Styles (make sure all students can succeed in the course)--help to organize course for instructor and students	Plagiarism: Online Learning & Collaboration (handle through structuring of assignments--should be hard to cheat)
Office Hours (how to reach the students who need them the most)	Reminders of Course Goals (very specific, link to assignments and expectations--deadlines and consequences)
Course Goals (outside of content--skill development, how to learn, research, etc)	What is Collaboration (clarify in relation to independent academic work and its ethics, how to reach out for help--to colleagues, to instructor)--more facilitation (study group, study skills)

Relevance of course to daily life	Office Hours (clear--what they are for, encourage students to join)
Informative Title, Course Information (descriptive)	Participation (clear asynchronous options for students who cannot attend in real time or have connectivity challenges)--Varied form of class participation (different modes of participation)
	Course Schedule and Access Points (f2f, asynchronous, small groups--very specific labels)
	Grading/Evaluation
	Course Materials (readings, videos)--special section on technology