Below are the topics that could be included in your course syllabus and also can be used as part of teaching a distance course. Instructors, please use wordings as needed for your course. You should replace words between <> with your own words.

1. **Student Readiness Survey:** Students are required to take the self-assessment survey from [https://ready.iusb.edu](https://ready.iusb.edu) before the first day of the class. Students who do not complete the survey may not be allowed to continue in the course. As a faculty you can also login to the system to view the survey results.

2. **Meeting Students:** In order to familiarize students with the instructor; introduce the course and its structure; technological tools used in the course; discuss student and faculty expectations as well as course requirements; and respond to student questions.
   a. Students are required to meet with the instructor face-to-face before or during the first day of class.
   b. Students are required to meet with the instructor via a virtual video meeting (using Skype, Adobe Connect, Google Hangout, or other means) before or during the first day of class.

3. **Course Materials:**
   a. All the course materials will be made available via <course website>.
   b. The video lectures will be posted by <Monday> that week. I will send an <oncourse message> once it is uploaded. You have to watch the videos <approximately 3 hours of video> every week and follow the lectures so that you can make the required progress. Remember, if you miss watching for a week, then you will have approximately 6 hours of video for the next week. It keeps adding. DO NOT PROCRASTINATE. Since it is an online course, I would strongly recommend you to watch the lectures every week and keep track of due dates. If you have questions contact me after viewing the lecture, so that I can address those questions during the next lecture session.

4. **Exams**
   a. **On-Campus**
      i. You are required to take ALL the exams on-campus. See the course website for dates, times, and room information. Make sure to bring your ID. If you cannot make it, you need tell me during the first week of classes so that we can make alternative arrangements.
   b. **Using Oncourse or Canvas:**
      i. See the course website for dates, times, and location information.
      ii. Oncourse: [http://kb.iu.edu/data/arfu.html](http://kb.iu.edu/data/arfu.html)
   c. **Testing Center:**
      i. Confirm your exam schedule with the testing center beforehand
      ii. Take your ID with you
      iii. See the course website for dates, times, and location information.

5. **Course Assignments:**
   a. There will be overlapping homeworks, projects, and exams. You should be able to manage your time, especially in an online course. All the homeworks and projects have to be submitted via <oncourse>.
      i. Oncourse Assignment Tool Help: See [http://kb.iu.edu/data/axxr.html](http://kb.iu.edu/data/axxr.html)
ii. **Canvas Assignment Tool Help:** See [http://guides.instructure.com/s/2204/m/4212/c/23877](http://guides.instructure.com/s/2204/m/4212/c/23877)

b. You need to keep in contact with me if you have questions so that you can complete the multiphase project and homeworks.

c. You need to do a group presentation towards the end of the semester via a synchronized Adobe Connect Session <URL>.

6. **Student Interactions:**
   a. You should actively participate in the online discussion forums. This means posting several times during the week. This will be part of your grade.

7. **Technology required:**
   a. You must have high speed internet connection and computer with <web browser with Adobe Flash> to view the videos, to download materials, and to complete assignments.

8. **Course Announcements**
   a. All the course announcements will be sent via <>
   b. You can forward you IU Email to your personal email by following the steps from [http://uits.iu.edu/page/beoi](http://uits.iu.edu/page/beoi)
   c. If you are using Oncourse Messages: Ask students to enable message forwarding from the oncource course site ([https://oncoursehelp.iu.edu/helptool/doc/auut](https://oncoursehelp.iu.edu/helptool/doc/auut)) to receive oncourse messages in their personal email.
   d. If you are using Canvas: See [http://guides.instructure.com/m/4152](http://guides.instructure.com/m/4152)

9. **Contact and Office Hours**
   a. Contact me via oncource message
   b. Contact me via Skype <id>, or Adobe Connect <URL> (during online office hours <TuTh 4.30 to 5.30 pm>).
   c. More information is available on <oncourse first page>
   d. Faculty should include a reasonable expectation that course-related email will be responded to within the timeframe specified in the Syllabus (e.g., reply within 24 and 48 hours and no faculty communication on weekends)

10. **Student Services and Help:**
    a. Faculty are strongly encouraged to link the following webpage in their course website ([https://www.iusb.edu/distance-learning/for-students/](https://www.iusb.edu/distance-learning/for-students/)) which has information about various support services that are available to students.

11. **Other best practices:**
    a. Send frequent student reminders about deadlines
    b. Send an announcement at the start of each week that is specific to that week’s activities and addressing any questions, concerns or issues that have arisen during the previous week.
    c. Clearly communicate your expectations to students
    d. You can create an agreement based on the above and ask the student to sign it or ask them to read it and email you that they agree.
    e. You can also use standard language provided on the UCET website in your syllabus. [https://www.iusb.edu/ucet/resources/syllabusAddition.php](https://www.iusb.edu/ucet/resources/syllabusAddition.php)