APPENDIX B

Individual Course Syllabus
(Additional information required for distance education courses)

1. **Instructor Name**

2. **Instructor Accessibility**
   (Instructor accessibility to students, such as office hours, office location, telephone number, and/or e-mail address.)

   *For distance education courses:*
   (Instructor accessibility to students: e-mail address, telephone number, when the instructor will be available online, how frequently the instructor will respond to e-mail from students.)

3. **Principal Course Assignments**
   (Required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.)

   *For distance education courses:*
   (Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student.)

4. **Specific Course Requirements for Grading Purposes**
   (Written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements -- if any.)

5. **Grading Policy**
   (How the final grade will be determined with respect to weights or points assigned to various course requirements.)

6. **Attendance Policy/Participation Policy**
   (If there are specific requirements for attendance, these should be stated; if attendance is to be weighted for the final grade, the syllabus should state what the weight or course points will be.)

   *For distance education courses, specify the participation policy for the course. State whether the course will be asynchronous or synchronous or a combination. If there are specific requirements for online participation, these should be stated; if online participation is to be weighted for the final grade, the syllabus should state what the weight or course points will be.*

   - Indicate if the course will be primarily:
     - Asynchronous
     - Synchronous
     - Both asynchronous and synchronous

7. **Required Course Material, Including Texts**
   *For distance education courses, also include:*
   Technology Requirements and Required Technical Competence
8. **Exam Policy/ Policy for Make-up Examinations**  
   *For distance education courses, specify how exams will be administered and how the identity of the student will be verified for exam purposes.*

9. **General Education Curriculum**  
   *(Please provide information concerning how this course incorporates the general education learning outcomes.)*

10. **Additional Course Information**