

Read through the marginal comments to get a sense of the things you should think about as you review your syllabus for online learning.

School of Name
Department of Name
Program credential and level

Course Number
Course Name

Approved by Education Council: Date

Term: Date

Prerequisite: None

Co-requisite: None

Credits: 3

Total Course Hours: 45 hours

Lecture Hours: 45

Lab Hours: 0

Clinic Hours: 0

Practicum Hours: 0

Consider offering office hours on BigBlueButton in Moodle instead of face-to-face. You can still schedule a set time when you will be available and can also schedule set appointments.

Clearly communicate when, if any, class sessions will take place that are **required** for students to attend. You may choose to meet twice a week, weekly, biweekly, or a few times throughout the term. Consider using BigBlueButton to host your class. Think about:

- Does my content need to be delivered live?
- What skills do I need to demonstrate to my students in real time?
- What skills do my students need to demonstrate to me in real time?
- How often do my students need to engage with me and with one another in real time?

Look at your calendar description to confirm the following:

- What is the main content you need to cover?
- What learning objectives are implicit or explicit in this description?
- What will your students need to be able to do after taking this course?

When you review your course description, think about including more information about how the course will function. Consider adding:

- What routine will the students follow each week?
- What are the main learning activities?
- What do students need to know about how and when the learning will take place?

Review your existing goals and objectives carefully. Where do they come from? Ask yourself:

- Can these outcomes be met by another means?
- What assessments will help me know that my student has mastered the skills or knowledge?

- x Identify and describe the main perspectives and organizing concepts of XXX
- x Explain and question XXX and apply XXX
- x Explain and illustrate XXX
- x Critically analyze and evaluate XXX
- x Apply XXX
- x Research a topic and write a XXX
- x Plan, organize and present a logical written argument
- x Engage in a collaborative discussion with peers
- x Identify examples of XXX

ACADEMIC HONESTY AND STUDENT CONDUCT

Students are expected to conduct themselves with academic integrity and in accordance with CNC's established standards of conduct. Penalties for misconduct, including plagiarism, cheating and personal misconduct are outlined in the Academic Conduct and Student (Non-Academic) Conduct documents found in the policies section of CNC's website. All students should familiarize themselves with these documents.

Academic Conduct <http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=175>

Student (Non-Academic) Conduct

EVALUATION METHODS AND % OF TOTAL GRADE

STUDENT EVALUATION		LETTER GRADE / PERCENTAGES	
Reading Quizzes		A+	90 % - 100 %
Discussion Forum Postings		A	85 % - 89.9 %
Written Assignment		A-	80 % - 84.9 %
Weekly Activities		B+	76 % - 79.9 %
Presentation		B	72 % - 75.9 %
Final Exam		B-	68 % - 71.9 %
		C+	64 % - 67.9%

Time	Topic	To Do	To Submit	Resources & 
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6	Reading Week			
Week 7				
Week 8				
Week 9				
Week 10				
Week 11				
Week 12				
Week 13				
Final Exam				

Once you update your schedule, you can use it as a map to help you lay out your Moodle site.