

Instructional Television Syllabus Recommendations

1. Introduction

The syllabus is the first and last place students look to find out what is required in their course. This document describes the information required in an ITV syllabus. Much has been derived from other syllabi as well as other articles and online resources. There is a lot of information to include. You may place all the information into a single document or split it up among several. Some instructors place schedule information in a separate calendar document. No matter how you decide to split up this information, this document will refer to all of it as being part of the syllabus.

If students miss a class, the online syllabus is where they will look to find out what is required. Also, ITV classes begin 5 days before the first face-to-face class meeting. The syllabus will inform the students what coursework they should be completing before the first class meeting. During the first class meeting, the first half can be used to introduce the class to your course including:

- Introducing the course
- Reviewing the syllabus
- Explaining the 3 components of the course

The second half of the first meeting should be the first lesson for that week.

Nothing below is optional unless explicitly stated.

The syllabus becomes the written document for the course and carries weight when students petition—challenging the grade that they were given. They must be complete and explicit. An ambiguous syllabus can be easily defeated by a student's challenge.

2. Syllabus Overview

Your syllabus should contain the following content:

- ❖ General Course Information
- ❖ Instructor Information
- ❖ ITV Technical Support Information
- ❖ Textbooks & Materials
- ❖ Video Component Information
- ❖ Detailed Course Information
- ❖ Coursework
 - Textbook Reading Assignments
 - Quizzes
 - Forum Based Class Discussions
 - Class project or research paper

- Other Assignments
- Extra Credit
- ❖ Policies
 - Grading/Evaluation
 - Academic Dishonesty
 - Class Conduct
 - Other

The following sections of this document describe in detail these different components of your syllabus.

3. Appearance

The following are guidelines on how to provide a clean, easily accessible syllabus.

Organized

First impressions are important. A clean, well organized syllabus makes it easier for a student to determine what is expected of him or her.

Format

The syllabus should be delivered in **HTML, RTF** or **PDF** format. HTML is the desired format as all web browsers display HTML. Also documents in HTML format display more quickly to the student. RTF stands for *rich text format*. The document format is readable by most word processors on any computer platform. It is not guaranteed that students will have Microsoft Word. PDF is acceptable since it is readable on all available operating system platforms with free software. However, some students do experience problems with PDF. Also, PDF documents are much larger and become a burden for students accessing the internet through a dialup account. A link to the Acrobat Reader software (used to view PDF files) is available at the ITV portal (www.lamission.edu/itv).

Once your syllabus content is uploaded to Etudes, check it over using your personal *student* login—verifying that syllabus appears as you intended.

Calendar

Include a week-by-week calendar describing what will be covered. This makes it very easy for students to find what they need to do next and how to schedule their time effectively. You can use a linear or table format. A linear format example is shown below.

Week 1

Readings: Chapters 1 – 3 of anthropology textbook

Week 2

Quiz #1: On Chapters 1 – 3 of anthropology textbook

Open from Monday, October 31, 12:00 am to Tuesday, November 7, 12:00 am

Duration: 15 minutes

Readings: Chapters 4-6 of anthropology textbook

Video: Faces of Culture, LA36 broadcast: Tuesday November 1, 8:00 am – 10:00 am, Lessons:

1. The Nature of Anthropology
2. The Nature of Culture
3. How Cultures Are Studied
4. Language and Communication

Discussion #1: On video lessons 1 – 4

Open from Tuesday, November 1, 12:00 am to Tuesday, November 8, 12:00 am

Week 3

Research paper topic due: November 7, 12:00 am

Etc.

Try to include as much information as possible in your calendar. In addition to the sample above, you can also list:

- class meeting dates and times
- in-class material to be covered
- in-class quizzes and exams (midterm/final)
- in-class essays or other projects

A more complete syllabus better informs students on what work lies—giving them the information they need to manager their study time effectively.

4. General Course Information

This information appears at the top of your syllabus.

Course Title	<i>Include the full title of the course (i.e. English 101, College Reading and Composition I)</i>
Course Term	<i>(i.e. Fall 2005)</i>
Section Number	<i>The course section number</i>
Credit hours	<i>The number of credit hours</i>
How Articulated	<i>List the systems that accept the course on transfer (usually UC/CSU.)</i>
Prerequisites	<i>List any prerequisites or none if not applicable.</i>
Classroom location and times	<i>List all classroom locations and meeting times for the course. Make sure that the information is correct and up to date. Site that students only need to attend class at one location each weekend.</i>

5. Instructor Information

Full name	<i>Your full name</i>
Office location	<i>Your office location: Mission College 13356 Eldridge Avenue Sylmar, CA 91342 Campus Center Building Lower Level Room 1523</i>
Office phone number	<i>Your office phone number: (818) 364-7600 x#####</i>
Email	<i>You email address</i>
Office hours	<i>The times you are available.</i>
24 hour email response policy	<i>State that, barring technical difficulties, you will respond to email within 24 hours. This is important as class time is continuous for students throughout the week. Many students have other responsibilities and can only log in during the early morning or late evening time. Any delay could significantly affect their class performance. Also, prompt responses can yield better retention rates.</i>
Telephone response policy	<i>State your telephone response policy. Even though you only hold office hours once per week, you are able to pick up messages daily over the phone. However, it is up to you whether you will respond daily or once a week to voice mail messages. It is also a good idea to state the same policy on your voice mail announcement—suggesting students send you an email for an immediate response.</i>

6. ITV Technical Support Information

Include the following information directing students where to obtain help when they have technical difficulties. Once the help pages have been created on ITV, you can replace the following information with a link.

ITV Portal Help Page (not available at the moment)
Phone Number: (818) 833-3596
Email: leems@laccd.edu

7. Textbooks & Materials

Textbooks	<i>List all required and recommended textbooks.</i>
Textbook Availability	<i>List that textbooks can be purchased at City, Southwest, Valley, and Pierce Colleges.</i>
Materials	<i>List any other required or recommended materials (i.e. paper for in-class writing assignments).</i>

8. Video Component Information

Full title	<i>The full title of the video series</i>
Video Availability	<i>List all places that the video can be acquired or viewed:</i> <ul style="list-style-type: none"> • <i>LA36 (include broadcast times)</i> • <i>The Learning Resource Centers of Pierce, Valley, Southwest, City, and Mission Colleges</i> • <i>Purchased at the Pierce College Bookstore (include link: www.piercebookstore.com)</i> • <i>Streaming (if available, with link)</i>
Detailed Video Broadcast Schedule (topics/dates)	<i>Include a detailed broadcast schedule. This can be part of your weekly calendar.</i>

9. Detailed Course Information

Course Objectives

Describe the course objectives completely reflecting the course outline of record. Make sure that your description follows the curriculum. If in doubt, copy the descriptions from the course outline of record.

ITV Course Format

Describe the different components of an ITV course—making it clear to the student that there is more to do than 3 hours of face-to-face learning and 2 hours of videos to watch per week. You can copy the table that appears on the home page of the ITV portal. Also explain how much time students should invest at a minimum to succeed in your course. Eventually, there will be a webpage devoted to describing the three components and amount of work it will take in general to succeed in an ITV course.

10. Coursework

Textbook Reading Assignments

List the required reading assignments to be completed each week.

Quizzes

Your weekly quizzes are based on the textbook readings. Describe the general details about your quizzes including:

Quiz Topic	<i>Describe the topics covered for each quiz. This can appear in the weekly calendar.</i>
Quiz Availability	<i>Include the start and end dates and times for your quiz. Quizzes should be available for 5 to 7 days. Students are expected to keep up with the class so do not make quizzes available for the duration of the course. The quizzes do their part in preparing the students for the midterm and final exams. This can also be included in the weekly calendar.</i>
Quiz time limit	<i>How long will the quiz last? 10 – 30 minutes is generally an acceptable amount of time. Long or unspecified time limits result in open-book quizzes which are not an acceptable test of the student's knowledge.</i>
Total Points Possible	<i>List the total points possible per quiz.</i>

A minimum of 4 quizzes is required to comply with the course outline of record. It is also a good idea to include a practice quiz in addition to the 4 required. This quiz should have the same time constraints and availability as any other quiz. However, allow the student to resubmit the practice quiz as many times as necessary to receive the total points possible. This type of quiz will train the student on how to take a quiz effectively in Etudes.

Exams

Describe the midterm and final exams including:

Material covered	<i>Explain the material to be covered in each exam.</i>
When and Where	<i>Include the exam location and time. Encourage your students to be prompt.</i>
Duration	<i>Each exam must take at least 2 hours.</i>
Photo ID required	<i>Explain that a photo ID is required to take each exam</i>
Total points possible	<i>List the total points possible for the exam.</i>

Forum Based Class Discussions

Topics reference video	<i>Explain that discussion topics reference the videos. The videos are a required part of an ITV course.</i>
Discussion Availability	<i>List the weekly discussion—referencing the videos that they address. Include the start and end dates and times for each discussion. This can be part of your weekly calendar. You can control whether students can post replies to discussion topics at any time using the forum’s admin tools.</i>
Where to post	<i>Explain where and how to post reply’s to topics and other students. Also describe the different forum sections and what is appropriate to post in each section.</i>
Reply requirements	<i>Explain that the student must reply to your topic as well as one other student. If you are allowing other types of replies or new topics of discussion, be explicit as to where you want those messages posted.</i>
Forum conduct/net-etiquette	<i>Describe good forum conduct as you would describe classroom conduct including:</i> <ul style="list-style-type: none"> • <i>Stay on topic</i> • <i>No profanity</i> • <i>Do not use ALL CAPS</i> • <i>Etc. (See the Etudes Users Resources for more information)</i>
Total Points Possible	<i>List the total points possible and explain your grading criteria for a well formed reply (i.e. at least 5 sentences that illustrate some thought into the topic).</i>

Class project or research paper

Each course requires at least 1 class project or research paper. Include the following:

Description	<i>Describe the project or paper.</i>
Suggested Topics	<i>Suggested topics are optional but they</i>
Topic Approval	<i>Give the date by which time students must select a topic for their paper.</i>
First Draft Due	<i>Give the due date for student’s first draft. Also state if a first draft is required. First drafts are recommend as they allow the instructor to capture the ‘teaching moment’.</i>
Final Draft Due	<i>Give the dues date for the final draft of the paper.</i>
How to submit	<i>Explain how students should submit their topic choice, rough draft, final paper. If you accept papers submitted online or via email, explain what formats you will accept.</i>
Total points possible	<i>Give the total grade points possible for the paper.</i>

Assignments

If you have submissable assignments beyond a class project or research paper, list them including:

Description	<i>What is the assignment?</i>
Due Date/Time	<i>When is it due?</i>
How to submit	<i>Do you want the assignment turned in to you in class? Submitted online? Be specific.</i>
Total points possible	<i>List the total points possible for the assignment</i>

Extra Credit

Though optional, it is a good idea to provide a variety of extra credit assignments. If you have extra credit assignments, please list the following.

Available	<i>What extra credit assignments are available? If you provide assignments that include travel, also provide assignments that do not to give students who are not as mobile an option.</i>
Due Date/Time	<i>List when extra credit assignments are due.</i>
How to submit	<i>Explain how you would like students to submit extra credit assignments.</i>
Points for attendance	<i>Some instructors give points, either as part of the total grade, or as extra credit to motivate students to attend class.</i>
Total points possible	<i>List the total points possible for extra credit</i>

11. Policies

Grading/Evaluation

Using a point system, provide a table showing the grading scale for the course. A point system helps the student quickly evaluate how they are doing in the class.

Academic Dishonesty

Describe your policy on cheating and plagiarism including the penalties for both offenses.

Class Conduct

Describe the conduct to be upheld by students both within the classroom and the online course system.

Other

List any other policies that you may have.