

GUIDELINES FOR DE COURSE DEVELOPMENT (revised Fall 2010)

I. Required elements of Course Design:

1. The course syllabus must include clear statement of SLOs; learning outcomes must be the same as those for face-to-face versions of the class.
2. A significant portion of the course grade must be based on work that can be authenticated. Measures must be taken to assure the registered student did the work. If this authentication is not done through proctored exams, the instructor needs to make clear alternative methods of authentication.
3. Make clear the teaching component in this course; need to indicate what is being done that is comparable to the lecture/lab guidance in a classroom setting.
4. Make explicit the methods and frequency of instructor – student interactions
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6. Make clear how students are to contact instructor. Must ensure adequate communication (e.g. timely response to emails; phone number; make clear office hours for those who come to campus). Instructor should establish and inform students of a back up form of communication (particularly important if relying on email since systems can go down.)
7. In discussion of instructor-student communication, be clear on turn-around times students should expect.
8. Make clear how the student is to access all course materials including links to tutorials and explanations (e.g. Lulima, Cable viewing schedules etc.)
9. Must have clear policy for how instructor will handle technical failures which impact course processes (e.g. Lulima testing glitches, UH Mail crashing, student inability to access course materials in a timely manner.)
10. Instructor should ensure necessary currency of course material.

II. Elements of Course which must be made clear in DERB proposal form and syllabus

- Be clear how above elements of course structure and presentation are addressed.
- Be clear how assessment of Student Learning Outcomes will take place.

- Be clear how evaluation of student performance will occur (e.g. assignments, quizzes, projects, exams etc.)
- Be clear how issues of copyright be addressed (if applicable).
- Be clear regarding support needs for the class (including technical support).

III. Information that must be included in course syllabus

Below is a list of information that should be included in course information given to students.

Testing Information:

You should explain how exams and/or quizzes will be conducted to ensure integrity of student results. If there are proctored exams/quizzes, include link to UH system proctoring information site.

http://www.hawaii.edu/dl/faculty/prep/proctor_office.html

No Show Policy: (this is language taken directly from the Catalog - include in your syllabus)

Students registered in Distance Education courses must communicate to the instructor by the end of the second day of the semester; otherwise, they may be dropped by the instructor. It is the student's responsibility to notify the instructor of anticipated or unavoidable absences.

Disappearance Policy: (this is language taken directly from the Catalog - include in your syllabus)

Students who have ceased to attend class or never attended class and do not officially drop the class are considered "Disappears" and may receive an "F" grade if classes are not officially dropped by the deadline. A student who has a justifiable reason for temporarily not attending a class must notify the Instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so before the deadline. Students registered in Distance Education courses who have ceased to communicate or never communicated with their instructor since the first day of the semester and do not officially drop the class are also considered "Disappears" and may receive an "F" grade if classes are not officially dropped by the deadline. A student who has a justifiable reason for not communicating with an instructor must notify the instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so before the deadline.

Student ACCESS: (this is language taken directly from the ACCESS website - include in your syllabus)

Web Site: <http://honolulu.hawaii.edu/disability>

Student ACCESS provides coordinated services to help students with documented disabilities achieve their educational goals. Students requiring disability accommodations should submit requests in advance to HCC's Student ACCESS Office with appropriate disability documentation. For more information visit the Student ACCESS web site, visit the room in Student ACCESS in Building 7, Room 319, or call 844-2392

Academic Dishonesty: (this is language taken directly from the Catalog - include in your syllabus)

Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

Cheating includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms or fabricating data to fit the desired or expected results.

(should we summarize this information and send them to the link?)

Link to Student Conduct Code:

<http://www2.honolulu.hawaii.edu/sites/www2.honolulu.hawaii.edu/files/policies-student-conduct.pdf>

Link to Student Support Services and Contacts

(By Spring, there will be a will be a standardized webpage with all student services and academic support services information)