Creating Your Syllabus

Taken from Scott Warnock’s Teaching Writing Online
Things to Include

- Course Information: Description and what to expect from ENG 102.

- Information about Multimodal Composition and what types of documents students can expect to produce

- Course Theme: If you have one.

- Outcomes: We’re using the new ENG 102 SLOs
Your Information

- Office hours (will need to include some online)
- Email: In Blackboard or out?
- Accessibility: What times are you available to answer questions in the Writers’ Lounge?
- Message and/or Online Rules: Appropriate Etiquette for online learning; Code of Conduct; Public Nature of Classroom
- Chat, IM, or other modes
Other Musts

- Texts: Current Edition of *Writing Today*. You must also tell them that they have to purchase the correct edition.

- Course Description of Multimodal Composition

- Course Policies:

1. “Rules” of an Online Class (how they should complete Reading Responses, Minimum Word Count for RRs and Discussion posts, etc).

2. Accountability: At what point will you drop them? How many times a week do they need to log on? What is the workload going to be like?

3. Late work: Will you accept it or not?
Assignments and Participation

- What assignments are you teaching?
- Portfolio Assignment and Explanation
- Reflections: How should they write them?
- Explain the process of writing (peer review, IA draft, instructor draft)
- Quizzes?

Image from www.spd.org
Last, But Not Least

- Plagiarism
- Students with Disabilities
- CAPS Information

Think of the syllabus as a contract and make sure to CYA!

Image from oliveharveycollegelibraryguides.pbworks.com