

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?



+ Last, But Not Least

- Plagiarism
- Students with Disabilities
- CAPS Information
- Think of the syllabus as a contract and make sure to CYA!

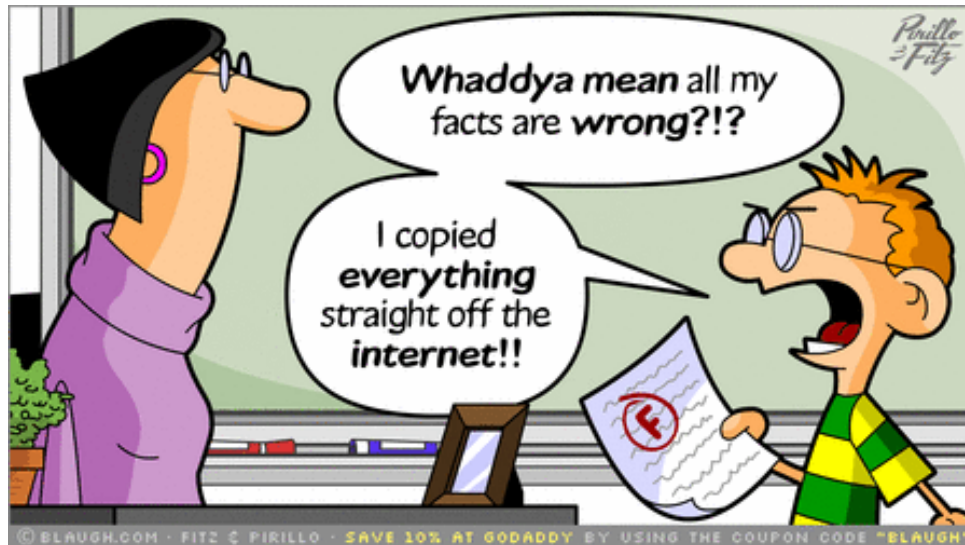


Image from oliveharveycollegelibraryguides.pbworks.com