# Course Request Activation (CRA)

# Syllabus Creation Addendum: Items to Add/Modify for an Online Delivery Method

*By: Ann Ford Tyson, Chair of CS UCC*

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This document assumes that you have already completed a "traditional" syllabus according to FSU requirements and that you need to convert that to an "online" version to also submit to the CRA in the same course request. I have received many questions from faculty about how to do this so hope this will be helpful to all faculty.

Motivation: all CS course requests, with very few exceptions, should include both a traditional and an online version, otherwise serious and time-consuming problems will result later on in the life of the course.

Course requests including both a traditional and an online version must have different syllabi for the two versions, or they will not get through the approval process. The syllabi can be nearly the same in most aspects, but some items need to be added or modified, and that is what this document addresses.

The text below addresses common items that need to be added or modified in such a syllabus transition. These are examples and faculty can write their own text as needed.

This handout uses Canvas as the online resource. If you use an additional or alternate means of online course management, you can modify your text to reflect that.

Near the top of the syllabus, indicate that mode of delivery is online and state if the course is synchronous or asynchronous. If you plan a mixture of synchronous and asynchronous methods, the syllabus may have to address that in specific areas as needed.

Sample text for common syllabus conversion addition and modification follows.

# Addition: Course Content and Technology Requirements

Course content will be accessible through Canvas. Students will need to be able to view videos, write and upload assignments and take exam assessments. Students will need to have access to high-speed internet and current software as required by the course. Mobile devices may sometimes be used "in a pinch" to view course content as determined by the instructor. To view the most current technology requirements, visit the FSU Canvas support site. Note that mobile devices do not work well with some aspects of Canvas, so a current desktop or laptop is always what should be used to best succeed in this course. If you are turning in an assignment or taking an exam, use only a desktop or laptop. A device such as a phone, if used, is "at your own risk" for graded items in this course.

Official course announcements, lecture materials, important readings, assignments and help resources will all be online on the Canvas site. Note that all registered students should have the Canvas course website listed on their my.fsu.edu portal page upon logging into Canvas. Be sure to test this and resolve any difficulties no later than the last day of the first week of classes for the semester.

Office hours for teaching staff will be held on Canvas using Zoom and/or Conference via Canvas.

Course Communication: Canvas Announcements, Emails and Canvas Messaging will be used.

Note: if your instructor chooses to use an additional web site or other communication systems for course interactions, e.g. on the CS systems network, the instructor will notify the class regarding this in writing.

Modification: Attendance/Participation

This is an online course. As such, attendance and participation includes completing tasks on the Canvas site such as reading provided materials and watching provided videos, which is required. Reading course Canvas announcements as well as emails and messages from Canvas in a timely manner is also required. Note that Canvas will only send emails to your my.fsu.edu account. If any online course discussions are held on Canvas, which would be determined and announced by the instructor in advance, participation in those would be necessary. All assignments will be provided on Canvas and will be submitted on Canvas. In short, regular participation in the course via online/electronic course materials is required to succeed in this course.

*Final Note: if you realize that there are other sections in your traditional syllabus that do not fit a 100% online/distance learning course, those should be modified or added to as well to address any issues.*