



Standard 3

Course Information Area and Syllabus

Overview

“Course includes a course information area and syllabus that make course expectations clear and findable.”

This standard is realized in the course through clear information about the course, course topics, and expectations. At CCRI, each course must have syllabus documents posted in Blackboard. Your online course will have a course link guiding students to the area where you will post your syllabus document as well as course schedule and any additional information pertaining to the course and course expectations.

Practices

1. Post course syllabus and schedule in the **Syllabus** content area in the course menu. The syllabus should be formatted as MS Word or PDF so that students can easily download and print.
2. The course syllabus and schedule documents should have accessibility scores of 100%. [Blackboard Ally](#) can help CCRI instructors make all course documents accessible.
3. It is effective to also create a separate printable course schedule document and post it in the **Syllabus** content area.
4. One important practice instructors may consider is a “deconstructed” syllabus. A deconstructed syllabus practice is about parsing out information in the syllabus and scaffolding the components of the syllabus and course expectations throughout the course. This practice is also about highlighting some valuable components of the syllabus, such as student support resources, as needed throughout the duration of the course and “just-in-time.”
5. Course expectations should include general information about what, where and when in the course. Include a description of how the course runs online and what you expect from students. Also include what students can expect from you, including your communication and grading turnaround time.

Additional Resources

- [Blackboard Ally](#)
- [CCRI Syllabus and Course Schedule Templates](#)
- [Building an Inclusive Syllabus \(Stanford University\)](#)
- [Diversity, Equity, and Inclusion Resources for CCRI Faculty](#)
- [OSCQR Standard 3](#)



Visit <https://www.ccri.edu/onlinefaculty> to learn more about OSCQR rubric and sign up to participate in a course review.

This standard aligns with the following federal guidelines:



This standard supports **regular and substantive interactions or RSI** by communicating expectations for the course in the syllabus. Information on how to connect with the instructors, for example, office hours, is also included in the syllabus and/or in the course. The instructor welcomes learners into the course through the welcome message and encourages them to connect with her by providing contact information in the course syllabus and in the course itself. Overall course expectations regarding instructor and learner roles, course communications, interaction, collaboration, assessments/evaluation need to be explicit, clear, and easy to find. The course syllabus provides such information.



This standard should also comply with the **ADA** policies and regulations for accessibility. Course information and course syllabus should be made accessible. CCRI supports instructors in accessibility work by providing access to accessibility remediation tools, such as Blackboard Ally.