

Online Course Requirements

Version 4

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Course Menu:

- **Announcements**

- A welcome announcement. This could be a video or narrated personal introduction as well as an introduction to the course.
- Regular weekly announcements (summarize past activities, introduce upcoming)

- **Course Information**

- Course Outline
- Weekly Addendum (Schedule)
- Communication Plan – outline how you will communicate with students over the duration of the course (weekly emails, discussion posts, announcements, etc.)

- **Weekly Content (rename the Course Documents menu item)**

- Weekly Folders or Modules
- Introduce content (an agenda)
- Content – PowerPoints, YouTube Videos, LinkedIn Learning, Ted-Ed Lessons, etc.
- Formative Assessment linked to weekly content. Should contribute to a student's grade to encourage participation. Could be a quiz, a discussion board post, a journal entry, etc.
- Summarize content (checklist)

- **Tests and/or Assignments (rename the Assignments menu item)**

- Section dedicated to summative assessments
- Online assessments (tests & assignments) must include the Integrity Declaration (see below)

- **Collaborate Sessions**

- Weekly Lectures, Tutorials, Discussions
- These should be recorded and made available to students
- Optional Online Office Hours

- **Faculty Contact**

- Email address (phone # if applicable)
- State how students should contact you, and when they can expect responses

- **Tools**

- **Seneca Resources**

Weekly Synchronous Classes

Each faculty member will use [Learn@Seneca](#) Collaborate Ultra to schedule weekly synchronous classes that are recorded and made available to students. This could be a lecture, tutorial, or class discussion.

Course Outline Menu Item

Delete the Course Outline link that comes with your course shell. It does not link to the school-specific portion. Include a link to the complete outline in the Course Information section.

Integrity Declaration (tests)

By beginning this test, I affirm that I will not give or receive any unauthorized help and that all work provided will be my own. I agree to abide by Seneca's [Academic Integrity Policy](#) and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.

Integrity Declaration (Assignments)

By submitting this assignment, I affirm that I have not given or received any unauthorized help and that all work submitted is my own. I have abided by Seneca's [Academic Integrity Policy](#) and I understand that any violation of academic integrity will be subject to the penalties outlined in the policy.

For Office Administration courses that supplement students' learning using SAM, it is not to be used for individual assessments over 5%. Cumulative assessments using SAM cannot total more than 25%.

Accessibility

Ensure documents are accessible (Word documents, PowerPoint presentations, etc.), as well as any videos that are posted. Videos should also include captions.

- [The Teaching & Learning Centre](#)
- [Course Design](#)
- [Teaching Tips](#)
- [Faculty Resources](#)

tags : course-requirements, itas, start-of-term