For Instructors: How to describe the essential elements of your Remote Learning course

Use these guiding questions to create a “Course Essentials” or Mini-syllabus description

Instructor(s) contact information:
- How will students connect with you – via email, UM Learn Discussions or Announcements, or other?
- Will you hold scheduled office hours?
- How and when can students contact you?

Class times:
- Will you be teaching synchronously during class times?
- Where will students find the recording of your lectures?
- Will lecture recordings be available throughout the course or limited time access?
- Will you be teaching asynchronously, or both asynchronously and synchronously?
- What are your expectations of ‘class attendance’?

Materials & Technology:
- Recommended textbook? Ideally, a digital resource.
- In addition to UM Learn, will the course utilize WebEx, videos that require streaming, iClicker, other software?

Assessment:
- Briefly outline the assessments students can expect during the course. Will these include quizzes, written or oral submissions?
- Include tentative dates for mid-term and final exams where available. Will exams require students to stream videos? Do long answer exams require substantial typing during the exam timeframe?

Example of Essential Course Details Statement for Remote Teaching:

ABC 2100 will be taught remotely, via UM Learn, using a combined synchronous-asynchronous course design. Students are expected to be online during the scheduled class times and are expected to login between class times to keep up with the discussions and readings. Lectures have been recorded and are available to be watched at any time. All communication will be via U of M email and the UM Learn Announcement Tool and students are required to check these daily. Virtual office hours will be held on Tuesday and Thursday afternoons via Webex.

The assessments for this course are comprised of three quizzes, June 19, July 3 and July 10, a mid-term exam, an essay and a final exam. Students will be given one opportunity to take the quizzes and there is a specific and limited time period to engage with the quizzes – you must manage these times. Similar requirements will apply to the mid-term and final exams. Please note that essay type questions will be part of the mid-term and final exam. Although every effort will be made to ensure there is adequate time to type in answers, if your typing ability is very slow, this may be problematic. Your computer or device, and internet connection must meet the UM minimum requirements.