Items to Consider When Developing Your Instructional Technology Policy and Syllabus Information

Overview
Communicating expectations for how technology will be used - as well as what technology will be used - is important for any course, not only online course. This transparency helps lower frustrations on both the instructor's and students' end. This will vary based on instructional activities, and some items may be more on the behavioral management end than the technology end.

Some Items to Consider
Your policy and syllabus information will vary depending on the type of course you are teaching. However, here are some items you may want to consider, as applicable, when developing your policies and information:

1. How Canvas will be used for the course and expectations for use
   a. expectations for checking into Canvas
   b. how often to check the course site,
   c. when announcements get posted
   d. how the course is setup in Canvas (you may consider doing a video overview of the course site as a welcome announcement instead)
2. If there are any activities where webcams are required to participate (e.g., presentations). This is important because not all students have webcams (it was just added as a requirement for incoming freshmen this year).
3. If remote proctoring is a required part of the course, students should know this upfront, especially if webcams are going to be required.
4. How faculty want students to communicate with them
   a. how to use email
   b. expectations for participation in synchronous online classes (i.e., behavior while on Zoom)
   c. Phone calls - how can they reach instructor in an emergency (e.g., taking a timed test and their power goes out)
5. Policy on interactions in the online classroom
   a. What is appropriate participation
   b. Discussion board guidelines
   c. Synchronous discussion guidelines
   d. Principles of Community

6. How to get help for technology issues
7. If a certain software is required for the course (e.g., SPSS) and how they can get help with that software (what support is available?)
8. Resources if they are struggling with technology reliability. For example, information about equipment rentals/check outs, resources for financially strapped students who may need a new machine)
9. Copyright - policies on recording and/or posting the instructor's materials or class sessions on other sites
10. Ideas about how to deal with bandwidth issues if they are in a synchronous class
11. Items that are unique to your class. If your course is a bit different than what students are used to, make sure this information is readily available.