



Academic Affairs

Supplemental Syllabus Elements for Online Courses

Introduction

This document outlines the **required syllabus elements and instructor responsibilities** for all online courses offered at Whitworth University. These requirements are *in addition to* the standard syllabus elements required of all Whitworth courses. Instructors can find those standard syllabus requirements [here](#).

Online Course Definition

Online course: A course in which all primary instructional contact hours take place fully online (i.e., delivered via technology to students that are physically separated from the instructor). Format may be synchronous, asynchronous, or both.

Hybrid course: A course in which primary instruction consists of both in-person contact hours and online contact hours, whether synchronous, asynchronous, or both.

Not all hybrid courses are classified as “online courses” and subject to accreditor and federal regulations.

Hybrid-online course: A hybrid course in which 50% or more of the instructional contact hours are delivered online (synchronous, asynchronous, or both). Hybrid-online courses are classified as **online courses**.

REQUIRED SUPPLEMENTAL SYLLABUS ELEMENTS FOR ONLINE COURSES

Instructional Method

- *Provide an overview of how the online course will be delivered. The description may include expectations of an online course versus a face-to-face course, information about Canvas, or general remarks about success in the course. SAMPLE TEXT:*

This course is delivered fully online (asynchronously) and is designed to provide a flexible yet structured learning experience comparable in rigor to a face-to-face course. Students are expected to engage consistently by logging into Canvas to review materials, participate in discussions, and complete assignments. All course content, communication, and grading will occur through Canvas, along with supplemental tools such as video lectures and interactive activities. The course is organized into weekly modules that include readings, discussions, and assessments aligned to specific course learning outcomes.

Academic Credit & Time Commitment

- *Copy and paste the following text into your syllabus:*

Academic credit is awarded on the basis of semester credits. One semester credit hour represents a minimum of one hour of instruction and two hours of out-of-class student work each week over the academic term, or an equivalent amount of work. In online courses, whether delivered synchronously or asynchronously, this requirement is met through a variety of instructional activities (e.g., live class sessions, recorded lectures, discussions) and independent learning activities (e.g., readings, module assignments, projects).

Academic Engagement and RSI in Online Courses

- *Copy and paste the following text into your syllabus:*

In compliance with federal regulation and accreditor policy, Whitworth University monitors students' academic engagement (i.e., active participation in instructional activities) in online courses. Financial aid eligibility and other important federal requirements mandate that institutions track academic engagement and ensure the delivery of Regular and Substantive Interaction (RSI) in all online courses.

RSI refers to meaningful and consistent engagement between students, instructors, and the educational content. In accordance with federal guidance, Whitworth delivers RSI in online courses as:

- **Regular Interaction:** Providing opportunities for interaction with students on a predictable and scheduled basis, commensurate with the course's length and content.
- **Substantive Interaction:** Engagement that involves teaching, learning, and assessment, including at least two of the following in each course: direct instruction, feedback on coursework, facilitation of discussion boards, response to course content questions, or other instructor-led outreach.

Student Identity Verification

- *Copy and paste the following text into your syllabus:*

Student identity verification is required for online courses through the following methods:

- Unique student username and password for university systems;
- Multi-factor authentication (MFA) for off-campus access of Canvas and email
- Student adherence to the Computer-User Responsibility Agreement published in the [Student Handbook](#) and the [Acceptable Use Standard Policy](#);
- May include one or more of the following additional methods:
 - Synchronous virtual class meetings via a video conferencing platform
 - Routine one-on-one instructor interactions via email, phone, and/or video
 - Recorded or instructor-proctored assessments

- *If there are any fees associated with the identify verification methods selected, instructors must include this fee information in the syllabus.*

Course Technology

- *Copy and paste the following text into your syllabus:*

Students are expected to access the course, related websites, and literary sources via the internet. Students are required to have an electronic device that is compatible with university systems and internet access in order to complete all course requirements. Students may use a university computer lab or their own personal device for these purposes.

- **Required technology:**

- Computer – Mac or PC with internet connection
- Webcam – built-in or external
- Microphone – built-in or external
- Other – mobile device (smartphone or tablet) to use for multi-factor authentication

- **Technology support:**

The Whitworth University Help Desk and Technical Services staff provides installation, maintenance, and troubleshooting resolution for all Whitworth hardware and software systems. Students are recommended to consult the [Help Desk Resources](#) for support with Self-Service, Canvas, and more.

- Whitworth Help Desk: helpdesk@whitworth.edu | 509-777-3911

- *Instructors should edit/add to the “Required technology” list above to reflect their course’s specific restrictions or requirements.*

Student Physical Location Tracking

- *Copy and paste the following text into your syllabus:*

Federal regulations require Whitworth to verify the physical location of students enrolled exclusively in online courses. If you are taking only online courses this term and will be located in a different state than the home address you provided on your application to Whitworth, you must complete the *Student Physical Location Tracking Form* using the instructions below:

- Login to [Pirate Port](#)
- Click on “Forms and Resources List”
- Under “Academic Affairs”, you will find the *Student Physical Location Tracking Form*
- Complete this form. If you have any questions, please contact: alo@whitworth.edu

Additional Instructor Responsibilities for Online Courses **(NOT FOR SYLLABUS)**

- *Instructors must use Canvas for submission of student assignments and grading.*
- *Instructors must monitor student engagement in online courses.*
 - *If a student is not academically engaging in the course (e.g., not attending synchronous class sessions, not submitting assignments, not participating in discussion boards), the instructor is to submit an [Early Alert notification](#).*
- *Instructors must download the data from the “Student Analytics” tab of their Canvas Gradebook at the end of each academic term and submit it to Academic Affairs. Instructions for this process will be provided to instructors at the close of each term.*