

## Additional Required Syllabus Elements and Instructor Responsibilities for Distance Education Courses

The following are the required additional syllabus elements and instructor responsibilities for all distance education courses offered at Whitworth University, effective Fall of 2021. The Department of Education defines **distance education** as instruction that is delivered with technologies to students that are physically separated from the instructor. Distance education is fully online instruction. However, instructors may meet in person with students for an orientation or exams. Hybrid instruction is **not** considered distance education based on federal or NC-SARA terms. Hybrid courses must meet regularly for face-to-face instruction (more than two class meetings totaling more than six hours of instructional time not counting examinations). Although not required, the following syllabus elements are also recommended for hybrid courses.

### Additional Required Syllabus Elements for Distance Education Courses

Here is a guide to understanding the syllabus requirements:

1. Anything with a ☐ is a required element.
2. Any text in **bold** should be copied and pasted verbatim into the syllabus.

#### ☐ Course Time Commitment

**Academic credit is awarded on the basis of semester credits. One semester credit is equivalent to 14 instructional hours (synchronous or asynchronous) and two hours of additional work for each instructional hour.**

- Describe how the credit hours are reflected in the course design (class session, discussion boards, outside readings and work, etc.)

#### *Sample*

Academic credit is awarded on the basis of semester credits. Whitworth defines one semester credit as equivalent to 14 instructional hours (synchronous or asynchronous) and two hours of additional work for each instructional hour in order to meet federal requirements. For this asynchronous online class, it is expected that students will spend 2-3 hours per week reading and reviewing content; then will spend another 1.5-2.5 hours per week on the process of thoughtful postings, responses, interacting with the instructor and other students. Additional time may be necessary for the module assignments and final project. This estimate takes into account the required class contact time and out of class expectations. It is recognized that each individual's reading and processing rate differs. If you find you are spending significantly more time each week than outlined, please notify the instructor.

- ☐ Statement on Evidence of Substantive Interaction and Academic Engagement
  - State in your syllabus at least two elements from the Department of Education list below that are included in the course design to demonstrate evidence of substantive interaction and academic engagement:
    - Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
    - Submitting an academic assignment;

- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters.

#### ☐ Student Identity Verification

**Student identity verification is required for distance education courses using the following methods:**

- **Unique student username and password for university systems;**
- **Multi-factor authentication (MFA) for off-campus access of Blackboard and email**
- **Student adherence to the Computer-User Responsibility Agreement published in the [Student Handbook](#) and the [Acceptable Use Standard Policy](#);**
- **The following additional methods** (instructor will select and list at least two):
  - Recorded exam or test submissions (Whitworth currently contracts with Respondus which allows instructors to record student display of ID and the assessment session for post-test monitoring);
  - Instructor proctored assessments (such as instructors observing tests/assessments/presentations via an online video conferencing platform);
  - Routine one-on-one instructor interactions via email, phone, and video;
  - Synchronous virtual class meetings via a video conferencing platform; or
  - Student-created video assignments in which the student appears on camera.

Clarification: If there are any additional fees associated with identify verification methods selected, Instructors must include this in the syllabus.

#### ☐ Required Technology

**Students are expected to access the course and related websites and literary sources via the intranet and the internet. Students are required to have an electronic device that is compatible to university systems and internet access to complete course requirements and meet substantive interaction and engagement requirements. Students may use a university computer lab or their own personal device for these purposes. Students may be required to purchase additional devices, such as calculators, or subscribe to a site or program for course material.**

Clarification: Instructors should list any additional technology restrictions or requirements (i.e. webcam, required software, etc.) in the syllabus.

#### ☐ Student Physical Location Tracking

**Federal and NC-SARA reporting requires that we determine a student's actual physical location if they are enrolled exclusively in online courses. There are many reasons why a student's physical location may differ from the "home" address on file with the registrar's office. If you are 1) enrolled exclusively in online courses this term and 2) will be located in a state other than the "home" state on file with the registrar's office, you must complete the "Student Physical Location Tracking Form". This form is located under the [Master Forms List](#) on Pirate Port under the Academic Affairs section. You must**

**“login to see additional forms” in order to see the link to this form. Otherwise Whitworth will assume you are located at the “home” address on file. If you have any difficulties, you may contact the Director of Assessment and Accreditation at [alo@whitworth.edu](mailto:alo@whitworth.edu).**

#### Additional Instructor Responsibilities for Distance Education Courses

Student attendance and engagement records are required for federal and state audits specifically for distance education courses. The following documentation methods must be completed by instructors for each course.

1. Instructors must use Blackboard for their gradebook and syllabus information.
2. Instructors must regularly use Blackboard, or other Registrar approved online course delivery system (e.g. Macmillan Achieve, Wiley Plus, Populi, WebAssign, etc.), for submission of assignments or other assessments so that student engagement can be electronically documented by date of the interaction for all students in the class (do not use email as the only method for coursework submissions).
3. Instructors must download and export their gradebook and Single Course User report (or comparable report) from Blackboard at mid-term and end of term. This report includes date last accessed and total student discussion board and assignment submissions.
4. The end of term downloaded Single Course User report(s) and gradebook(s) must be uploaded to the [Distance Education Engagement Archive](#) on sharepoint at the end of the term.