

Required Elements for Panola College Online/Hybrid Courses

We're constantly working to improve the quality of eLearning courses at Panola College. The elements listed below should be included in your online and hybrid classes. All elements should be easily accessible, visible, and clearly explained. Method, order, and content are at the professor's discretion.

Elements

- Introduction, welcome, and appropriate biographical/credential information
- Syllabus - Provide a link to the master syllabus. You can find the link on the College homepage at this link: <http://www.panola.edu/syllabi/>
- Text books, ebooks, access codes, ancillary websites/services, software, and/or supplies, and a link to the College Store. <http://www.panolacollegestore.com/home.aspx>
- Face-to-face orientations, meetings, and/or labs - Dates, times, and locations of all (if any)
- Communication agreement (including virtual and face-to-face office hours) and communication etiquette and expectations
- Participation policy, make-up work policy, and late work policy
- Academic integrity (cheating and plagiarism) policy
- Testing expectations and proctored testing requirements along with a link to Testing Center information, locations, and hours. <http://www.panola.edu/elearning/testing.html>
- Withdrawal from a course policy and date
- Incomplete course work policy
- Support services for students--provide these:
 - Information about assistance for students with disabilities, including the NAME of the ADA Coordinator - STACY GEE. Her email is sgee@panola.edu and her office is in the Student Success Center.
 - A link to disability services: <http://www.panola.edu/student-success/disability-support-services/index.html>
 - A link to eLearning support: <http://www.panola.edu/elearning/student-resources/support.html>
 - A link to Library services: <http://www.panola.edu/library/index.html>
 - A link to academic/tutoring support: <http://www.panola.edu/student-success/>