

## SYLLABUS CHECKLIST FOR INSTRUCTORS

This checklist is intended to help you develop your syllabus for remote- delivery courses.

### BACKGROUND

- Familiarize yourself with the “[Academic Regulations](#)” section of the UofR Undergraduate Calendar.
- Outline how and when the class will meet and your expectations for attendance, participation, and assignment submission.  
*Note: all virtual live (synchronous) meetings **must** be held during the officially scheduled class time as is scheduled in the University’s system.*
- Outline how/where students will access course materials (textbooks, online resources, UR Courses, etc.). If you are uncertain about the [copyright status](#) of any electronic resources you plan to use, please contact [copyright@uregina.ca](mailto:copyright@uregina.ca) prior to listing or using them.
- Provide details about how and when students can contact you and may expect a reply.

### REMOTE TEACHING

- Clearly identify the technical tools (i.e. software, hardware, etc.) which you intend to use for lectures, assignments, and/or exams.  
*Note: If you are considering the use of specific software by students in your course, please contact IT Support to determine if the University holds a license to that software (or equivalent), and ensure that students are provided clear instructions for download and use. UR Courses and Zoom do not require additional software to be installed. Review: [additional software information](#).*
- Clearly articulate your expectations for the course particularly participation related to the use of webcams and/or microphones. If you require students to turn on their webcams and/ or microphones during a synchronous class for pedagogical reasons or other valid reasons (such as, the course may require active class discussion), you are advised to include a clear statement in your syllabus. For further information, you may review the [Considerations for Remote Delivery of Courses](#) document for more information.
- Review the information related to [Accommodations for Remote Class Delivery](#). Visit the [Centre for Student Accessibility website](#) for more information about procedures, responsibilities, and syllabus statement recommendations.
- More information and resources related to remote teaching can be found on [our remote teaching website](#).

### PRIVACY INFORMATION

- If you are using the Proctortrack remote-proctoring software, familiarize yourself with the [Academic Guidelines for Remote Proctoring](#) and other relevant [Proctortrack information](#). Be sure to clearly outline your expectations and the [technical requirements](#) related to the use of Proctortrack.  
*Note: if you will be using Proctortrack, the following statement should be included in your syllabus:  
This course will use the Proctortrack remote proctoring platform for verification of student identity and monitoring of class exams. As a result, your personal information will be securely and temporarily collected and stored under the legal authority of The Local Authority Freedom of Information and Protection of Privacy Act. This personal information will include your first and last name, institution name, student number, image, as well as recordings of you and your computer screen during a proctored exam. Students are advised to complete the Student Onboarding process early in the term to allow as much time as possible to resolve any issues that may arise. Further information can be found [here](#).*
- Review the information about [recording zoom lectures](#) and include privacy language in your syllabus if appropriate, and if this has been discussed and agreed to by your Dean/Director or Associate Dean.