Syllabus (Template) for Online Courses in Colleges and Universities

Instruction:
1. You must attach this syllabus if you plan to offer an online course. Text marks in yellow are reminders from the office of academic affairs. Please delete those texts before sending your electronic file (or hard copy). Thank you.
2. According to Article 6 of Implementation Regulations Governing Distance Education for (Junior and Higher) College, the instructors offering Distance Education are required to propose a teaching plan and to obtain approval from the curriculum committee at the dept-/institution, college, and university level. After approval, the instructor is allowed to teach the Distance Education course. The teaching plan should include teaching objectives, participants, syllabus, teaching style, teacher-student interaction, grading and assessment, and reminders for class.
3. [Reminder] According to the resolutions of the third university-level curriculum meeting in 2020: After the approval of the curriculum committee meeting at the dept-/institution, college, and university level, the distance course would be marked as a "distance course." In cases where the instructor wants to adjust back to the physical course due to special conditions, the dept-/institute/college that offers this course should notify all enrolled students and send "Sheet for Course Change" to the curriculum division of the Office of Academic Affairs for information system updates no later than the course's start date add and drop period.

School Name: National Tsing Hua University

Period: Academic Year _____, ____ Semester (New course for this semester: □Yes □No)
Check yes if this is the first time to offer this course in online format.

I.   Course Information (If yes, please check on the □)

1.	Course Title	
2.	Course Title (in Chinese)	
3.	Teaching Mode	□Asynchronous distance instruction (Use pre-recorded video) □Synchronous distance instruction – Lead School (Use live streaming video) Please fill in the dept and school holding this live streaming (1)School: Dept:
4.	Instructor (name and job title)	
5.	Affiliation	□Dept.-Appointed □Center for General Education-Appointed □Joint appointment □Others
6.	Department /Institute/College	
7.	Degree System	□Bachelor's Program □Bachelor's Program for Continuing Education □In-service Bachelor's Program □Master's Program □In-service Master's Program □PhD Program □College (□Two Years □Four Years) □Junior College (□Two Years □Four Years) □Junior College for In-Service Education □College of Continuing Education (□Two-year technical program □Four-year technical program □In-service master's

		program)
		□Academic Degree Program（□Two Years □Four Years □Master's Program ）
		□Credit Program
8.	School	□Day School □Night School (Professional Development) □Others
9.	Course Type	□Constants □General Education □School-Mandated Course □Vocational Course □Course for Teacher Education □Others
10.	MOE-/Dept-Mandated	□MOE-Mandated □School-Mandated □College-Mandated □Institute-Mandated □Dept-Mandated □Others
11.	Period (Semester)	□One Semester (Half Year) □Two Semesters (A Year) □Others
12.	Course-Taking	□Required □Elective □Others
13.	Credits	
14.	Weekly class hours	Hours ()小時(For asynchronous distance instruction, please fill in the **weekly average hours** for face-to-face instruction) Calculations: Total hours of face-to-face teaching in the teaching plan divided by 18 weeks(Only calculating the hours for face-to-face teaching), e.g., A total of 18 hours divided by 18 = 1 hour. Please fill in 1 hour.
15.	Numbers of Class	
16.	Estimated Total Enrollment	
17.	English-Medium Instruction	□Yes □No
18.	Collaboration with Foreign School (If yes, please fill out)	School and Dept:_____ □Domestic Sign-on □Domestic Sign-off □Overseas Program □Dual Degrees System □Others
19.	Course Platform URL (Required for asynchronous instruction)	Please fill in the URL for the course videos or the link to eLearn/eeclass platform
20.	Course Syllabus URL	Please fill in the URL for the course syllabus or the link to eLearn/eeclass platform

II. Lesson Plan

I	Teaching Objectives	(Please briefly introduce the course)
II	Target Participants	
III	Overview of the Schedule	(Please fill in the weekly topics and teaching modes) Apply for distance education only when the total teaching weeks are **more than (included) 9 weeks and more than half teaching hours** in the form of distance education. • Sample: A course of nine-weeks distance education (met the 9 weeks requirement), a total of 18 hours (met the 1/2 teaching hour requirement) • **Notice! Please indicate how many hours in each weeks (rather than check).**

Week	Content	Method and Teaching Hours (Please fill in the teaching hours. Leave it blank if there isn't any.)		
		Face-to-face	Online Teaching	
			Asynchronous	Synchronous
1	(Fill in the blank)		2	
2	(Fill in the blank)		2	
3	(Fill in the blank)	2		
4	(Fill in the blank)		2	
5	(Fill in the blank)		2	
6	(Fill in the blank)	2		
7	(Fill in the blank)		2	
8	(Fill in the blank)	2		
9	Midterm	2		
10	(Fill in the blank)		2	
11	(Fill in the blank)	2		
12	(Fill in the blank)		2	
13	(Fill in the blank)	2		
14	(Fill in the blank)		2	
15	(Fill in the blank)	2		
16	(Fill in the blank)		2	
17	Presentations and Reports	2		
18	Final	2		

IV	Format	(Please check on ☐ if you included. Multiple responses are allowed.) ☐ 1.Primary and supplementary materials for this online course. ☐ 2.Online asynchronous teaching ☐ 3.Online tutor or online office hour ☐ 4.Face-to-face teaching, for ____ times, in total ____ hours ☐ 5.Online synchronous teaching, for ____ times, in total ____ hours Instruction: Please check according to your curriculum and lesson planning. For this sample file, check 1, 2, 3, and 4. Face-to-face teaching, for 9 times, in total 18 hours (Frequency and total hours of face-to-face teaching include midterm exam, final exam, and presentations.)
V	Learning Management System	Whether you include the following roles and features. (Please check on ☐ if you included. Multiple responses are allowed.) 1.Provide the following information for information system manager to manage the database of learning management system ☐ Personal information ☐ Course information ☐ Features for other related information management 2.Provide instructors and students with necessary features for managing the learning information system ☐ Post and browse latest news/announcement ☐ Design, read, and download teaching materials ☐ Manage and inquire grading system ☐ Implement and post online assessment ☐ Learning information ☐ Interactive learning design (chatroom or discussion forum) ☐ Presentations of various features of teaching activities
VI	Teacher-Student Interaction	1. E-mail： 2. Time for face-to-face classroom teaching: (e.g.) 13:00-15:00, every Wednesday. If not (Totally online), fill in "NA". 3. Interaction methods: e.g., Include course lecture, teacher-student interaction, assessment, and other learning activities.
VII	Assignment Submissions	(Please check on ☐ if you included. Multiple responses are allowed.) ☐1.Online explanations for assignments ☐2.Online real-time assignment submissions ☐3.Upload-able/downloadable assignment files/templates ☐4.Online testing ☐5.Grade inquiry ☐6.Others (please explain)
VIII	Evaluation (Grading)	(e.g.) Midterm 30%, Final exam 40%, Attendance 10%, Internship results20%, total 100%. **Notice: Sum should be 100%.**
IX	Logistics, Requirements, Rules, and Others	Please indicate the requirement if needed. If not, leave it a blank.