# Professional Staff Development Report

Printed Name Jennifer Howard

Date(s) of Activity 1/20/2021

Description of Activity ACUE's Course in Effective Online Teaching Practices at Arkansas Community College – Module 13: Preparing an Effective Syllabus: Learn how to design a syllabus that communicates essential information and facilitates student success. Checklist and guiding questions to help instructors identify essential items and important resources. Provides practices for designing calendars to assist students in meeting key deliverables and building a graphic syllabus to help students.

Hours actually spent on activity/meeting or hours of college credit completed. 3 hours

Items of interest to other staff members **Possibly other online instructors**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations? **3**

To what level did your involvement in this activity benefit you? **2**

To what level did your involvement in the activity benefit UARM? **3**

How strongly would you recommend this activity to others? **3**

Submission Date **04/19/2021**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.