

Checklist – Student Resource & Service Links

The following checklist is intended to help guide you in the development of your course as it relates to the resource and student support links that are posted. Best practice is provide students with easy to access links to the resources and services that are listed below. A nugget has already been developed and is available that provides each of the following links. This nugget can be added to your course homepage as well as to the Resources tab. However, you may decide to create your own links and/or nugget and to house these links in a different location. If so, you may use this checklist as a guide to ensure that you are not missing any of these important links.

BEHAVIOR EXPECTATIONS:

- ☐ Absence and Late Work Policies
- ☐ CSM's Declaration of Open Discourse
- ☐ Classroom Decorum for the Specific Division
- ☐ Policies Related to Computers, Cell Phones, and Other Technology Use in the Course
- ☐ Writing Policy – Including Formatting Expectations, Citation Requirements, Etc.
- ☐ Plagiarism & CSM's Policy for Academic Dishonesty

ACADEMIC SUPPORT RESOURCES:

- ☐ Achievement Center
- ☐ SmartThinking
- ☐ Library
- ☐ ADA Services
- ☐ Online Learner Readiness Assessments & Support

STUDENT SUPPORT SERVICES:

- ☐ Health & Wellness Programs
- ☐ Career Services
- ☐ Financial Aid Support

- ☐ Student Life & Organizations
- ☐ Campus Ministry

TECHNICAL SUPPORT SERVICES:

- ☐ Hours of Operation
- ☐ Location
- ☐ Phone Information
- ☐ Email Address
- ☐ Afterhours Instructions & Response Time

PRIVACY & CONFIDENTIALITY STATEMENTS:

- ☐ CSM Notices and Disclosure's Website
- ☐ CSM Privacy & Terms of Use Website
- ☐ General Statement of Confidentiality Expectations
- ☐ Course-Specific Confidentiality Expectations
- ☐ Blackboard Privacy Statement
- ☐ Tegrity's Privacy Policy
- ☐ Course-Specific Technology Privacy Statements

For more information and to see the references used to develop this template, click here to view the [Course Design & Development Guidelines](#).