**e-Learning Faculty Expectations**

**Before the Start of the Term:**

**Ensure the following are visible to students in the course learning management system, at least 48 hours prior to the first day of the term:**

* A current, complete, and accurate class syllabus to students.
* Office hour information, response time expectations, and other means of communication to students.
* An accurate e-mail address.
* An accurate phone number.
* A welcoming initial-class announcement that tells students to view the Student Orientation Tutorial, where to find materials, how to begin, and asks students to introduce themselves during the first week.
* Course goals & objectives.
* Required text and other required course materials.
* A course schedule that reflects assignment due dates, testing periods, and a regular consistent timeline of when grading will be completed.

**During the Term:**

**During the instruction of a course, instructors shall:**

* Plan and conduct meaningful learning activities which are aligned with course objectives.
* Electronically acknowledge all student questions within 24-48 hrs.
* Substantively respond to all student questions within 72 hours.
* Engage in appropriate discussions, through Discussion Boards and via email on a regular, consistent, and reliable basis.
* Grade students’ work in a regular, consistent, and appropriate timeline and make that timeline available to students.
* Provide regular informative feedback on assignments beyond, simple numerical or letter grades, in order to ensure that students understand their strengths and deficiencies.
* Notify students, in advance, in the event of an absence and with sufficient information to ensure that students may continue their learning during the absence.
* Ensure that the scheduling of content delivery and assessments reflect a sensitivity to, and consideration of, federally mandated financial aid bookstore delivery regulations and Late Registration.

**Additional Considerations:**

**Things to be mindful of:**

* All graded assignments should be available to students until after the census date deadline so that any late registrants would not miss the opportunity to complete the assignment.
  + Clarify to late registrants the responsibilities of completing all catch-up work.
* Follow announced procedures for census, withdrawals, final class rosters, and final grade submission.
* Utilize a multi-pronged approach to avoiding plagiarism issues:
  + Familiarize your students with what plagiarism actually is.
  + Enforce the OCC Plagiarism Policy.
  + Dictate acceptable sources that students may utilize such as peer-reviewed journal articles.
  + Use the TurnItIn features within your course’s drop box.
  + And distinguish between unintended errors in documentation and calculated dishonesty.
* You may remind or reinforce to students, the availability of the online tutoring SmartThinking system.