

## 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.
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## 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.

