

# Faculty Expectations

## before

At least 48 hr prior to first day of the term

- A current, complete, and accurate class Syllabus to students;
- Office hours 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 and objectives;
- Required text and other 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 semester, instructors shall

- Plan and conduct meaningful learning activities which are aligned with course objectives;
- Electronically acknowledge all student questions within 24-48 hours;
- 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;
- Provide regular informative feedback on assignments beyond, simple numeral 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.