Online
Faculty Expectations

OCEAN
COUNTY COLLEGE

before

At least ten days prior to the term start date, please address the following

- Review the course content to ensure links and integrations are working;
- Inform students of your office hours, response time, and other means of communication;
- Provide an accurate e-mail address (the Canvas Inbox is recommended for all teacher/student communication); Provide an accurate phone number;
- Provide Instructor Policies in the Course Syllabus
- Add a Welcome Announcement that tells students to view the Online Student Orientation Course (located on their Canvas Dashboard);
- Direct students to the course goals and objectives in the Syllabus;
- Inform students of the required text and other course materials (some courses may have embedded eBooks);
- Provide an updated Course Schedule that reflects activity due dates.

during

the semester, instructors shall

- Login to the course on a regular basis, at least four times per week;
- Electronically acknowledge and respond to all student questions within 24-48 hours;
- Engage in appropriate discussions through discussion boards, and via email on a regular, consistent, and reliable basis;
- Provide informative feedback on assignments to ensure that students understand their strengths and deficiencies;
- Check Dropout Detective and send follow-up emails to those students "at risk";
- Document student attendance in face-to-face meetings;
- 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.