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| **Topic** | **Teaching Expectation** |
| **All Courses** | |
| Faculty Contact Information | Faculty Contact Information should be placed in Bb site at least 1-2 weeks prior to the start of the block. |
| Syllabus | Syllabus should be posted in the Bb site and available at least one week prior to the start of the course. |
| Grade Center (a) | Instructors are expected to post assignments in Bb and when possible, students should expect to submit assignments through the grade center. |
| Gradecenter (b) | Instructors should record grades in the Bb grade center |
| Course Resources and Materials | Bb site for course should contain course resources and materials. |
| Student Resources | -Post APA/rubrics/writing help on Bb  -Smartthinking  -Bb Help  -Library (Lib Guides) |
| Timely Feedback | Instructors are expected to provide feedback to students in a timely manner. It is recommended that weekly assignments (excluding in-depth projects and research papers) are graded within one week of the submission deadline. Assignments such as in-depth projects or research papers will take longer, but instructors should be mindful of the fact that students should receive feedback on a regular basis and should have a good understanding of where they stand in the class at all times.  Research supports the idea that by teaching less and providing more feedback, we can produce greater learning (see Bransford, Brown, & Cocking, 2000; Hattie, 2008; Marzano, Pickering, & Pollock, 2001). |
| Effective Feedback | Instructors should provide feedback that is concrete, specific, and useful; it should provide actionable information. Thus, "Good job!" and "You did that wrong" and B+ are not feedback at all (Wiggins, 2012). |
| Final Grades | In accordance with our academic policy, instructors will submit final grades to the Registrar’s office within 1 week of the last day of class (Sunday). |
| Attendance | All faculty members at Wilmington University are required to take weekly attendance and submit it through the WebCampus portal. In order to maintain compliance with federal regulations for financial aid, attendance-taking is required for all course types, including those with non-standard meeting dates such as PLA, INT, CAP, etc. Attendance must be recorded weekly throughout the duration of the course. |
| Instructional time/Preparation/Grading | Instructors should plan to spend the equivalent of one hour of prep time for each hour of instruction per week. For example: It is assumed that a block class will meet for 5 hours a week over the course of 7 weeks. This means that you should expect to spend 5 hours in class and an additional 5 hours per week on preparation/grading. This is true regardless of the format (in class, online, etc.). |
| **Online Courses** | |
| Introductory Announcement: Include welcome and important info. | Welcome announcement should be placed in Bb site on or before the start of the course. Recommend that an instructor e-mails it to students on or before the start of the course. |
| Open Assignments and Discussion Board Tabs on Menu bar | Weekly Assignment and Discussion Tabs should be made available to students on or before the first day of the week. |
| Post important information for course: guidelines for interactivity and ways to communicate | Course guidelines/instructor expectations should be posted in the course. |
| Check links: Make sure that course is operational/functional | All course links should be checked prior to the first day of the course. If a link is broken, please find a replacement link and then notify the Online Learning Department by sending an e-mail to [onlinemanager@wilmu.edu](mailto:onlinemanager@wilmu.edu) |
| Follow items in planning and prep memo plus review all assignments. | Instructors are expected to plan and prepare for the online course in advance of the first day of the course. All items on the planning and prep checklist should be addressed and the instructor should be knowledgeable about the course assignments. |
| Course Enhancements | In planning and preparing for the online course, instructors should enhance the course by locating and adding resources to the already built content. |
| Integrate new Bb tools | As part of the enhancement of the online courses, instructors should find ways to purposefully integrate relevant Bb tools into the course. |
| Announcements in online courses | Instructors are expected to show their presence in an online course by posting announcements on a regular basis. |
| Response to e-mails/student questions in the Cyber Cafe | Although exceptions may occur, instructors should respond to student e-mails/questions within 24-48 hours. |
| Presence in discussion board forum. | Instructors should demonstrate presence in discussion board forums by doing one or more of the following:  Responding to individual student posts  Synthesizing discussion information at the end of the week  When providing feedback to a student, make a specific reference to information contained in student post |
| **Hybrid Courses** | |
| Review with students how Bb should be used within the course | Instructors are expected to demonstrate how Bb will be used within their course. |
| List assignments and provide information as to expectations | Instructor expectations should be posted in the course. Assignment information should be posted in the course. |
| At least the weekly assignments should be posted in Bb | Weekly assignments should be posted in the course. |
| Course outline /schedule to include f2f dates | A schedule of the f2f and online dates should be posted in the course. |
| Upload all assignments | Assignments/assignment information should available in the course. |
| Post resources and materials | Course should contain course resources and materials. |
| Post APA/rubrics/writing help on Bb |  |
| Challenging group discussion boards which are reported out in class | Recommend that instructors use the “flipped” classroom approach to hybrid teaching. |
| **Face to Face Courses** | |
| Post all course documents/rubrics | Instructors are expected to post course documents/rubrics in the Bb site. |
| Gradebook √√ | Instructors are expected to use the Gradecenter in their Bb course. |
| Post all assignments √√ | Instructors are expected to post assignment information their Bb site. |
| Post course outline and schedule | Instructors are expected to post course outlines and schedules (syllabus). |
| Let students know in class as to approximately when you will have tests and assignments graded and posted. |  |
| Cyber Day | To ensure that unexpected closings have minimal impact on the flow of student learning, Wilmington University will begin implementing Cyber Days when face-to-face sessions are not possible. The Cyber Day concept is a teaching and learning approach which shifts the face- to-face direct instruction classroom experience to a dynamic guided online learning experience. <https://www.wilmu.edu/edtech/cyberday.aspx> |