

Online Faculty Expectations

Start of Term:

The following tasks are completed in D2L the Wednesday before the upcoming term:

- Complete the *Contact information in "Start Here"*:

How you want to be addressed, email address, short bio with photo, and office hours for the term (Phone number is optional).

- Review all information in the *Instructor Resources* module.
- Select your AI Syllabus Statement of choice and copy and paste in *"Start Here"*
 - Some courses provide "Discussion Topic" options in the *Instructor Resources*. If so, select and post your choices. Note all courses must include weekly discussions.
 - Enable Turnitin for all Assignment folders
 - Post a "Welcome to the Course" *News Item/Announcement*
 - Use the Calendar feature to set due dates in advance and limit access to all assignments that students should not have access to prior to that week. However, students must be able to access all reading and resources anytime during the course.

Note: Nothing may be removed from the syllabus or course shell, but you may add resources as you see fit.

Weekly:

- **1** (minimum) *News Item/Announcement* is posted each week
 - **5** (minimum) substantial *Discussion* responses while the discussion is ensuing, and no later than Sunday at 11:59pm (With at least 3 of those being direct responses to student threads)
 - **Grades** for all discussion posts, course assignments, quizzes, tests, etc. are due by **Wednesday** at 11:59pmET the following week, with the exception of large assignments which are to be graded/posted no later than the following Sunday by 11:59pmET.
 - *Office hours* are to be held every week (2 hours minimum)
 - Please read and respond within **24-48 hours** to all student emails and the "Ask Your instructor" posts
 - Conduct (**2**) *Zoom sessions* during the term (minimum)
 - 45 minutes each
 - During Week 1 or 2, and one other session during the 8-week term.
 - During a week in which a Zoom session is held, only 1 office hour is expected.
 - Please reach out to the WW Student Success Coaches for assistance if you feel a student is unresponsive in the course: studentadvising@saintleo.edu
 - Faculty textbook and resource issues should be reported immediately to faculty.textbooks@saintleo.edu or call 352-588-8674.
 - Finally, if you have extenuating circumstances during the term that will affect your course, meeting your deadlines, or responding in a timely manner, please notify facultyservices@saintleo.edu, as well as your students, as soon as possible.
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Your Online Faculty and Student Services Team:

Nancy Cheek, Director – laura.cheek@saintleo.edu

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