## GMercyU Online Faculty Expectations

**Course Prep**  (Blackboard courses are available 4 weeks prior to the course start date.)

**Blackboard Course Start Here Page**
Check that all components on the Start Here page are available to students no less than three (3) weeks before the scheduled course start dates. This includes: course syllabus, textbooks, course policies, course schedule and instructor welcome video.

**Course Policy**
Policies related to communication protocols (how and when to reach the instructor), late assignment submission protocols (how late assignment submission will be handled, points penalties), etc. are clearly stated.

*All course policies need to be submitted to program director for review three (3) weeks prior to class start date.*

**Faculty Contact Info**
Instructor posts contact information on the Faculty Information page in BB. Contact info should include Telephone number, GMercyU email, and virtual office hours (with time zone indicated).

**Welcome Announcement**
Instructor sends an announcement to the course participants welcoming them to the course, reminding them of the course start date and let them know that the syllabus and textbook information is available no less than two weeks before the scheduled course start dates.

## Effective Communication
Level of communication with students is appropriate and consistent with course-level. Student questions are addressed and additional clarification/guidance related to class materials and resources is provided.

**Student Inquiry Response Timelines**
Instructor responds to student questions and emails within 24 hours of receipt. (If a response cannot be provided within this time frame, then the instructor should send an email acknowledging the message and indicate when a response will be provided.)

**Instructor Availability**
Instructor indicates clear expectations related to availability to respond to student questions or to “meet” with students (i.e. time of virtual office hours or time when available via email or phone).

Instructor honors those office hours.

**Announcements**
Instructor utilizes the announcement feature to introduce weekly topics, expectations, and to confirm feedback has been posted for the prior week by Sunday.
### Active Engagement
Instructor…
- posts communication that is professional, clear, precise, and supportive of learning.
- creates an environment that welcomes collaboration and open communication with and among students.
- intervene as appropriate to ensure students feel stimulated and safe as contributors at all times.

### Introductions
Instructor posts commentary to each student introduction by the end of Week one.

### Online Presence
Instructors are required to contribute to the weekly discussion forum on four (4) days out of seven (7) every week with substantial postings that add value to the learning experience.

Faculty may not be absent from the course for two consecutive days during each week.

### Discussion Facilitation - Instructional Practices
Instructor…
- incorporates personal & professional experiences and knowledge to complement course objectives.
- enhances course delivery and learning experience by providing additional materials, links to articles or research, videos, multimedia, etc., to further engage with students and content.
- provides examples or models for students to follow along with comments explaining why the examples are good.

### Assignment Feedback & Grading

#### Timely Assignment Feedback
Instructor provides grading feedback via BlackBoard grade center within five (5) days of the student's assignment of submission date. (This requirement applies to assignments submitted early, on time, or late.)

Final grades are published within seven (7) days of the end of the course.

#### Effective Assignment Feedback
Instructor provides qualitative, holistic feedback to support the numerical score awarded for assignments.

Feedback must…
- address content, writing mechanics, adherence to APA style.
- provide individualized, detailed, and constructive with takeaways to improve student performance on subsequent assignments.
- be performance-based, descriptive, and balance the negative and positive observations.

#### Differentiated Feedback
Instructor uses a variety of ways to provide effective feedback (email, phone, video chat, recorded audio/video feedback, embedded comments, rubrics).