# Slide 2: Provide a Clear Set of Expectations

* Include an overview (expectations) and orientation to tell students exactly what is expected of them and to make them comfortable with the online environment. (These documents will probably already be in the courses).
  + Expectations: This document usually outlines the expectations for the student and instructor and may repeat information that is found in the syllabus. The expectations may include:
    - A statement about teaching style
    - Types of interactions students should expect from the instructor
    - A statement about how to contact the instructor
    - Expectations about when discussions and assignments will be returned
    - Expectations about when emails will be answered. For example, “Emails will be answered within 24 hours daily Monday through Friday and within 48 hours on weekends.”
    - A description of the pace of the course
    - Instructions about whether or not to work ahead
    - A description of the organization of the course
    - An estimate of the number of hours a student should spend on the course each week
    - A list of required course materials
    - Rules of netiquette
* Provide clearly written instructions for Assignments. Include grading plan or rubric so students will know how they will be evaluated.
* Provide clearly written Discussion descriptions. Include a rubric or explanation of how discussions will be evaluated.