# Expectations and Strategies for NSCC Online Instructors

The following are expectations for all online instructors. In face to face classes, student contact, communication, and grading are generally not issues of concern. Online instruction offers unique challenges requiring a few well-defined expectations for instructors in these areas. .

1. **Become trained and competent in using the course management system.**.
   1. Attend training provided by the college on “Managing an Online Course.”
2. **Maintain ongoing, frequent communication and interaction with the students.** 
   1. Faculty members teaching online courses must check email daily Monday through Friday. While responding to email seven days a week is highly recommended, it is mandatory for those faculty members having virtual office hours on the weekend. (Decided by the Deans on 8/16/2011.) Communication is essential for student success.
   2. Notify students the “turn-around” time they can expect from you in replying to their email.
   3. Provide students your policies on attendance and participation.
   4. Notify students if you will not be able to login for several days.
3. **Grade student work in a timely manner.** 
   1. Stay current in grading student work and provide feedback on assignments where appropriate.
   2. Notify students the “turn-around” time they can expect on grading. A maximum two-week turnaround for grading assignments is suggested.

1. **Support students in the use of the technology for online learning.** 
   1. Refer students to NS Online website (<http://www.nscc.edu/academics/online-learning/>) and Helpdesk (353-3678) for technical support.
   2. Encourage student participation in NSCC Online Web Orientation sessions.
   3. Refer students to the Office of Online Learning (W35) if they need assistance. Our phone numbers are 615-353-3461 or 3259.

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