**NSU – Huizenga College of Business**

**Policies for Teaching Online**

To ensure consistent quality design and delivery of the on-line educational experience at Huizenga College of Business, the Online Academic Quality Committee in consultation with industry experts has developed a set of policies with accompanying suggestions and guidelines that outline best practices in the field of online education.

**ONE MONTH PRIOR TO CLASS**

**Policy:**

* Check to be sure online training certification is up-to-date.
* Verify that course design is up to date
  + - Technology choices should be verified and checked for functionality.
* Verify that the syllabus on the Huizenga Portal is correct.
* Develop course materials other than just those provided by the textbook publisher.

**Guidelines/Suggestions:**

* Faculty member should meet periodically with a course designer if the faculty member is a Course Academic Leader.

**ONE WEEK PRIOR TO CLASS**

**Policy:**

* Send an email announcement to students, including the following:
* welcome statement
* current detailed course syllabus in PDF format
* textbooks and other course materials
* expectations prior to the first class (readings, etc.)
* explain requirements to remain an active student for the purpose of roster reconciliation (must meet University guidelines)
* Upload the welcome letter as the opening course announcement on Canvas.
* Verify everything was copied over from the course template as requested.
* Test all course links and videos
* Check that materials are free of spelling and grammatical errors
* Post syllabus on Canvas in approved Huizenga format
* Ensure that instructor contact information on Canvas is up-to-date
* Verify that Canvas Gradebook is set-up, including all assignment titles, due dates, points, and weights.

**Guidelines/Suggestions:**

* Provide a current instructor Bio
* Include a video tour of the course in Canvas in the Announcements
* Using the calendar, include a table of assignments for easy reference; an alternative is to provide a table of assignments with date references

**THROUGHOUT THE TERM**

**Policy: Structuring**:  Provide quality original content and activities

* Ensure that goals and objectives should match course activities and assessments.
* Adhere to published course schedule.
* Post course goals/learning outcomes.
* Ensure that class activities take place within Canvas whenever possible. This includes assignment submissions, virtual meetings, etc.
* Post content materials (e.g., text-based and/or media-based lectures) and discussion topic threads on a consistent schedule.
* Notify students that work should be in APA format and free from spelling and grammatical errors.

**Guidelines/Suggestions:**

* Use a variety of instructional methods with an awareness that various students have different learning styles.
* Encourage students to share expertise and personal experience throughout the course.

**Policy: Communicating**:  Instructors must participate in regular communications with the students throughout the semester and document this communication.

* Instructor must inform students of the preferred methods of communication for the course as well as model and enforce their use.
* Virtual office hours must be established
  + During the office hours, instructors will check messages, return email messages, and be available for telephone or virtual meetings.
* Student inquiries should be responded to within 48 hours, unless otherwise stated.
* Each communication should be retained by instructor, in accordance with University policy.

**Guidelines/Suggestions:**

* A general discussion forum should be created where students can ask questions about the course, housekeeping, etc. Inform students that they can answer each other’s questions.
* If the instructor will not be available for virtual office hours, he or she will post an announcement indicating when they will be available.

**Policy: Interacting:**   Visibility in the course is very important.

* Maintain a continuous quality presence throughout the course at least 4-5 times/per week. A quality presence has been deemed to include activities such as:
  + Introduce the week's theme or recap last week's issues or resolutions.  This can be done as an announcement in text or using Video Everywhere, videos, or voiceover original PowerPoints.
* Manage and contribute to interesting, thought-provoking discussion forums.
  + Instructor should participate in the forums weekly, even if they do not respond to every student.
  + Provide deadlines and clear guidelines and/or a grading rubric for forum participation.
  + Participate in group chat sessions that students initiate.

**Guidelines/Suggestions:**

* Instructor and students may post bios and possibly photos on a discussion board. Instructor should respond personally to each of these postings.
* Instructors may provide synchronous sessions that will be recorded for students unable to attend.

**Policy: Monitoring**:  Ongoing monitoring of student activity is imperative.

* At the start of the semester, notify retention office of inactive students. (rosterrec)
* Throughout the semester, monitor student submissions, grades, and participation and do at least one of the following for under-performing students:
* Privately contact the student by telephone or email
* Contact the student’s advisor.
* Respond to all official First Alert processes.
* If a student informs professor that they want to drop the course, inform the program office.

**Guidelines/Suggestions:**

* Ask students that are not performing well to meet during virtual office hours using telephone, web conferencing, or other technologies.

**Policy: Grading**: Student work must be assessed fairly, accurately, and promptly.

* Grades on assignments and exams should be posted promptly in the Canvas Gradebook. Whenever possible instructors should post grades on assignments and exams within one week for eight-week courses and two weeks for 16-week courses.
* Students should be given adequate feedback on all assignments and exams, providing comments and specific areas for improvement.
* Grading criteria should be clearly stated. When possible use rubrics to grade without bias and manage student expectations regarding grading of all course. requirements including assignments, projects and class participation.
* Emphasize the importance of originality in student work.
* Enforce student integrity policies and report infractions.

**Guidelines/Suggestions:**

* When assigning work that could be copied from another source, papers should be submitted to SafeAssign or TurnItIn.

**At the End of the Term**

**Policy:**

* Post final term grades on Webstar according to HCBE deadlines.
* For students receiving an incomplete (I), students must complete coursework in accordance with HCBE policies on Incompletes.

**Guidelines/Suggestions:**

* Encourage completion of course evaluations.