West Liberty University
Office of E-Learning
Online Instructor Expectations

As an online instructor, I agree to:

_____ send out a "welcome" Message to students 3 to 7 days before my class starts. This message should include contact information, textbook requirements, and a copy of the syllabus. The same info should be posted as an Announcement.

_____ interact daily with students during the first week of the course. This may take the form of individual or Messages or Announcements.

_____ interact with students at least once per week during the remainder of the course (every other day for summer).

_____ include an activity during the first week (three days for summer) so I may determine who is active in the course and accurately report this to the Registrar

_____ contact by phone or email any student who is not active in my course during the first week (three days for summer).

_____ contact any student who is one week or more behind in my course.

_____ log into the course at least every other day, Monday through Friday to, at a minimum, check MESSAGES and respond to students.

_____ respond to any Messages within 48 hours (M-F) or on Monday if sent on Sat or Sun.

_____ provide contact information including email, WLU office hours &/or online hours, and a phone number.

_____ provided feedback for submitted assignments within a week (3 days for summer). If this is not possible (e.g. term papers), I will provide the timeline for my students with the assignment instructions.

_____ use a Sakai GRADES capability to release scores and grades to my students as they are determined.

_____ work with the Sakai administrator or others to provide accommodations for any student with documented needs.

_____ include START HERE information in my course so students know how to get started and what to do in my course.

_____ include my expectations for student deadlines/late work, online etiquette, and academic honesty.

_____ include a self-introduction and an opportunity for students to introduce themselves.

_____ display the course and/or module learning outcomes/objectives in the course.

_____ work to meet the Quality Matters Rubric Standards for online courses.

_____ encourage students to complete the course evaluation at the end of the term.

Signed: _____ Date: _____