

## SUMMER ONLINE INSTRUCTOR EXPECTATIONS

The fast pace of summer coursework often creates communication and course management challenges for online instructors and students. Listed below are expectations for online classes with recommended language for course syllabi. The goal is to establish a common set of expectations for all online Bluegrass students and instructors.

### KCTCS EMAIL and RESPONSE TIMES

Instructors are expected to check their KCTCS email on a daily basis (Monday-Friday). Instructors should plan to respond to student KCTCS email within a 24-hour window. Any exceptions for weekends, holidays, conferences, etc. should be clearly noted. Instructors should plan to check KCTCS email on the days leading up to a scheduled assignment. For example, if an assignment is due on a Sunday evening, instructors should plan to check email over the weekend.

**Recommended Syllabus Language:** *Student email will be answered within 24 hours with the exception of weekends and institutional closures.*

### WEEKLY UPDATES

Instructors are expected to provide regular updates (at least once a week) to students. Typically updates provide information about graded assignments, pending due dates and other course information. Updates should be provided via course announcements and KCTCS email. Note: instructors using the Blackboard LMS need only post an announcement, which is automatically emailed to students.

### EXAM PROCTORING

If exam proctoring is required, instructors will use the [KCTCS Proctor Resource Center](#) to upload exam information no later than **one week** after the start of the semester (Path: Academics >> Distance Learning >> Proctored Exam Information for Faculty). Instructors should contact the Testing Center to make themselves available to assist with exam proctoring ([bl\\_testing@kctcs.edu](mailto:bl_testing@kctcs.edu), 246-6669).

Instructors should provide students with exam proctoring language and directions for registering.

**Recommended Syllabus Language:** *This course requires a proctored exam. Students should schedule their exam at the start of the semester. Students who reside in Fayette and surrounding counties may use the BCTC Testing Center: [http://www.bluegrass.kctcs.edu/Testing\\_Center](http://www.bluegrass.kctcs.edu/Testing_Center) (Path: Academics >> Testing Center). Students who reside elsewhere in Kentucky may locate [KCTCS Testing Centers](#) on the Learn By Term Website. Students who need assistance scheduling an exam out of state should contact the BCTC Testing Center for assistance (246-6669, [bl\\_testing@kctcs.edu](mailto:bl_testing@kctcs.edu)).*

### FEEDBACK / GRADING WINDOW

Provide clear directions for when feedback and/or grades will be provided for student assignments. A 24 hour-window is standard for short assignments; one week for longer assignments.

**Sample Syllabus Language:** *Feedback on discussion forums posts will be provided within 24 hours. Responses on major course essays will be provided within one week.*

Instructors are expected to post grades in their Learning Management System (Blackboard, MyMathLab, Cengage, etc.).

### REAL TIME CONFERENCES/MEETINGS

While office hours are not required for summer courses, instructors should provide opportunities for students to schedule real time meetings using telephone, [Blackboard Collaborate](#), [Google Hangouts](#) or similar technology.

**Syllabus Language.** *To schedule a conference with your instructor, please send an email with your telephone number and times you are available times to talk.*

## VERIFICATION OF COURSE ATTENDANCE and LAST DATE OF ATTENDANCE

Verify student attendance on the date provided in the [Academic Calendar](#) (Path: Faculty & Staff >> Academic Information >> Academic Calendars). Be sure to follow [Online Attendance Guidelines](#) (Path: Academics >> Distance Learning >> Attendance in Online Classes) and require students to complete an online activity.

At the conclusion of the semester, instructors will provide a last date of attendance for all students who earned an "E" or equivalent grade. This date will be based on the last submitted activity. Instructors are expected to have at least one submitted activity per week.

## COURSE AVAILABILITY and BLACKBOARD COURSEHELL

The [Blackboard course shell should be opened](#) by 9 AM of the first day of class. Instructors are encouraged to open the class shell early to provide the syllabus, textbook, required course materials and other information. The landing page, which is typically the Announcements page, should contain a student welcome that includes directions on how to contact the instructor and how to begin work. For suggestions, see the BCTC [Best Practices Handbook](#), (Path: Academics

>> Distance Learning >> Best Practices). Instructors should provide directions for accessing any third-party software such as Pearson MyLab and McGraw-Hill Connect.

## ONLINE SYLLABUS GUIDELINES

Additional recommendations for online syllabus construction are provided on the BCTC Distance Learning Web page: Academics >> Distance Learning >> Faculty Resources >> [Syllabus Checklist](#).

## FACULTY EXPECTATIONS CHECKLIST

- ✓ Provide syllabus language for 24-hour response for student email and short assignments.
- ✓ Provide syllabus language for one-week response for long assignments.
- ✓ Provide syllabus language for scheduling real time meetings.
- ✓ Check KCTCS email daily (Monday-Friday).
- ✓ Maintain electronic gradebook.
- ✓ Open course by 9 AM of the first day of class.
- ✓ Submit Proctor Exam information by first week of start of semester.
- ✓ Provide emergency phone number to summer assistant dean and office manager.
- ✓ Verify Course Attendance by date provided on the academic calendar.
- ✓ Provide last date of attendance for students who receive an "E" or equivalent grade.
- ✓ Provide a Course Overview/Orientation. Distribute by KCTCS email and post to the Blackboard announcements page.
- ✓ Provide at least weekly updates to students via announcements and email.