Online Instructor Teaching Guidelines

The purpose of these guidelines is to support student-centered teaching and learning while promoting high standards of online education at the University of Michigan-Flint. The intent of these guidelines is to make clear your responsibilities to fulfill these promises for our students. Instructors are required to establish and maintain effective contact with students and the Black Board (BB) Learning Environment; thus all communication and course activity should be done through BB and UM-Flint email accounts only.

As an online instructor with the College of Health Sciences, we recommend the following:

- Log in and visit the course at least three days per week to: participate in discussions, facilitate student interaction, monitor student progress, and assess student work.
- Check in with co-instructors (if applicable) weekly to make sure they are meeting their responsibilities.
- Create a Communication’s Policy for your course which should be added to the syllabus which includes the best way for students to contact you (i.e. email, phone, text message). Grade assignments and provide feedback to the student within 72 hours of the due date. This should also include a statement that you will respond to emails within 48 hours.
- Send out a weekly announcement that summarizes the work students have just completed and/or prepares students for the week ahead. (Note: Video is an excellent means of establishing and maintaining teacher presence). You are encouraged to send video announcements when appropriate. UM-Flint OEL is a resource, www.umflint.edu/oel.
- Create and maintain a collegial active learning environment through self-introductions and interactive learning strategies that emphasize peer-to-peer interaction. Some examples include: using a variety of audio, visual and text information through discussion boards, group activity, or paired interactions with a classmate.
- Post “office hours” instructions so that students may request an appointment. (Note: Options for hosting your office hours include: Google Hangout, Canvas web conferencing, Skype, or phone blue jeans, and other similar platforms.)
- Submit final grades in SIS (Student Information Services, sis.umflint.edu) by the date established by the Registrar’s office.
- Report non-attendance within the first 9 days of the semester to:
  - Physical Therapy Department- to the Program Coordinator Christina Wixson (cwixon@umflint.edu), and to the Registrar (https://www.umflint.edu/registrar).
  - Public Health & Health Sciences Department- to Office Manager or Sandy the Registrar (https://www.umflint.edu/registrar).
  - Occupational Therapy Department- to the Office Manager and the Registrar (https://www.umflint.edu/registrar).
  - Physician Assistant Department- to the Office Manager and the Registrar (https://www.umflint.edu/registrar).
- For PT faculty report grades of B- or lower to the AD of Post-Professional Clinical Professional Development, Laura Smith (johlaur@umflint.edu), and Program Coordinator, Christina Wixson (cwixon@umflint.edu).
- For PHHS faculty report graduate student grades of B- or lower to ????., For undergraduate students with a D- grade or lower report to??.
- Exceptions to these guidelines should be communicated in writing to:  
  -PT- the AD of Post-Professional Clinical Professional Development, Laura Smith (johlaur@umflint.edu), and Program Coordinator, Christina Wixson (cwixon@umflint.edu).
  -PHHS-Shan Parker, Director
  -OT-Office Manager
  -PA-Office Manager
  in effort to support reasonable ideas.

Course and Unit Level Criteria

- The course objectives are clearly stated in the syllabus.
- The module objectives are clearly stated and are explicitly related to outcomes/competencies/assessments and associated value for each is provided.
- Summarize the weekly material, and intentionally connect completed information it to what is coming ahead in an announcement.
- The course is organized into regular modules, we suggest weekly, with associated announcement explaining expectations and overview.
- Course content should be accessible to students with disabilities. A word document should provide the written text of supporting any videos, audio clips, or other media should be available.
- At the mid-point of your course, solicit informal student feedback to demonstrate continued improvement via survey, announcement or discussion board. Address feedback where applicable and reasonable.
- Update syllabus each semester, and submit to Program Coordinator via email for review to before making accessible to students on the first day of the semester. Approval will take 3 business days.

*Important: If you are unable to meet your responsibilities because of sickness, travel, emergency or any other reason, post an announcement or email students letting them know when you will resume your responsibilities. Also, you should communicate this with your respective Department*

*PT- notify Program Coordinator, Christina Wixson (cwixson@umflint.edu), and the Associate Director for Post-Professional Clinical Professional Development, Laura Smith (johlaur@umflint.edu) *

*PHHS-Office Manager*

*OT-Office Manager*

*PA-Office Manager*

**References & Resources:**

Recommended References for Online Teaching:
http://www.crlt.umich.edu/tstrategies/tsot

A set of best practices for teaching online from Brown University:
https://www.brown.edu/academics/professional/faculty/online/best-practices.php

Ten Best Practices for Teaching Online (summarized from The Online Teaching Survival Guide: Simple and Practical Pedagogical Tips (Chapter 3), by Judith V. Boettcher and Rita-Marie Conrad. Published by Jossey-Bass


Peer Observation Report

Grade submission via SIS-written instructions and a list of frequently asked questions
http://www.umflint.edu/registrar/Fac_Staff_Forms

Grade submission from Blackboard to SIS
https://bb.umflint.edu/bbcswbdav/institution/Faculty_Help/Import_Final_Grades.pdf