

Utica College

Best Practices for Online Teaching – Summary

OVERVIEW - As part of our dedication to academic excellence, Utica College endorses the series of standards for teaching online captured in the document, "Best Practices for Online Teaching." This document, along with a number of other resources, is on the Resources for Faculty web page at:

<http://www.utica.edu/academic/facultyinfo/resources.cfm>

We ask that you carefully review these documents and we expect that you will incorporate best practices into your online teaching.

TOP 10 BEST PRACTICES

1. Make adequate preparations so that you feel comfortable using and navigating your way around Utica College's learning management system.
2. Ensure that your course design takes into account the differing abilities of students in the class and conforms to the guidelines in the "Accessibility Design For Online Content" section of the Best Practices.
3. Be sure that your online class is ready for student access with content and clear instructions one week prior to its start date.
4. Communicate with your students within twenty-four (24) hours of the start of a course with introductions, course expectations, and guidelines.
5. Log into your course daily during the week and at least once on weekends to respond to all course mail and threaded discussion postings.
6. Provide at least 12 ½ hours of active class instruction for each credit hour for the course. Active instruction is defined as dynamic interaction with students through the course shell as well as other technologies.
7. Provide a twenty-four (24) to forty-eight (48) hour response time to all emailed communications from your students.
8. Grade and return all student work within one week after assignment and exam submission due dates.
9. Inform students, in advance when possible, if you will be away or unavailable for any period of time.
10. Ensure that you make a back-up of your course and regularly save important course data.

REMINDER - As an online faculty member you are the face of Utica College to your online students. They are looking for your active presence in the course, timely feedback to their assignments, discussion postings, and emailed communications, and for guidance in defining and creating an online environment that nurtures teaching and learning.