**Online Faculty & Student Expectations**

The following is a *general* summary of expectations between DEL faculty and students. Students should also refer to faculty and course-specific expectations.

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| **What faculty can expect of online students** | **What students can expect of online faculty** |
| * Student understands that DEL-MEM courses are not self-paced (must meet course deadlines) * Student spends a minimum of 3 hours of weekly study for each credit taken (i.e. taking 6 credits will require approximately 18 hours of study each week) * Student actively participates in the online courses at least 3-4 days per week * Student communicates with instructor in a timely manner when problems arise or when assistance is needed * Student requests deadline extensions in advance and receives approval, otherwise assignment will receive reduced or no credit * Student makes regular use of Duke’s online library resources * Student reads the online syllabus and refers to it throughout the semester * Student abides by Honor Code at all times * Student respects the limits set by faculty for times and methods of availability, response to requests, and turnaround time on assignments * Student respects copyrighted course materials and uses them within appropriate legal guidelines * Student has a working knowledge of PC’s for word processing and data analysis, and an adequate level of computing proficiency for online learning * Student is self-motivated, self-disciplined, and committed to learning * Student takes responsibility for meeting minimum course and program requirements * Student manages time effectively to balance commitments to school, work and home life * Student sets interim goals and deadlines and evaluates own progress regularly * Student works effectively in groups * Student contributes to class discussions with meaningful and quality input * Student reviews readings and materials thoughtfully and reflectively * Student uses proper “netiquette”: Rule #1—“think before you post”. | * Faculty clearly outlines course requirements and expectations the first week of class * Faculty establishes guidelines for class participation * Faculty clearly communicates availability and contact information * Faculty specifies typical response time to student email, and anticipated turnaround time on assignment feedback * Faculty is available by phone and/or email during specified times, or by appointment * Faculty defines his/her role in the online classroom * Faculty has requisite technology skills to facilitate student learning * Faculty provides information for where to get technical support * Faculty uses multiple means to deliver content to accommodate diverse learning styles * Faculty promotes collaborative learning through small group assignments, case studies, simulations, and/or group discussion * Faculty encourages students to bring real-life examples into the online classroom * Faculty provides timely and meaningful feedback * Faculty is responsive to student needs and concerns |