**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
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