

School of Continuing and Professional Studies: Minimum Online Teaching Expectations

Since the university has decided that it is in the interest of the community to suspend instruction in onsite classrooms or other public places for the summer quarter, onsite instructors should be prepared to employ comprehensive online alternatives for any previously envisioned onsite or public learning activities. For the Fall 2020 quarter, SCPS has decided to go fully online to lessen the Loop foot traffic and support distancing.

It is therefore vitally important that course content options and assessment practices are adapted to meet and evaluate learning outcomes in the absence of physical attendance (lectures, in-class exercises, tests, group work, field trips, etc.) **well before the term begins.**

Those Instructors already teaching online sections should be in good shape with the minimum expectations outlined below. However, it would be desirable, in all online classes, for an increase in student engagement activities, (See the ‘recommended preparation’ items below)

Minimum Online Teaching Expectations

Foremost, D2L should be employed as main tool to nest course materials and organize learning **as a regular practice.**

Minimum Components:

Active DPU E-mail

Active D2L shell for course

- Modularized into 10 or 5 (or other) divisions consistent with weeks of the quarter the course runs

Ordered:

- Textbooks and other supporting materials required in the course

Uploaded:

- Syllabus
- Lecture materials (notes/presentations)
- Assignment details beyond syllabus
- Handouts/supplements to be printed by students

Linked or embedded:

- Audiovisuals
- Supplementary Readings (e.g., e-reserves)
- Assessment Tools (quizzes, tests) and assessment rubrics

Employed

- News Area of D2L
- Discussion Forums
- Submission areas for deliverables
- D2L ‘Grades’ Area for online grade posting

Recommended Preparation:

- Narrated Lectures or Captured Presentations (Panopto or PowerPoint)
- Synchronous communications (some telephony and/or Zoom)
- Office hours (as necessitated by course design)

Faculty Instructional Training	Training opportunities to upgrade your online teaching skills and enhance your course are found at the link to the right. Best to obtain this well before the quarter commences.	https://resources.depaul.edu/teaching-commons/teaching-guides/instructional-methods/Pages/remote-teaching-options.aspx
Illness considerations		
Student Considerations	Provide latitude for students who may become ill (flexible deadlines, Incomplete Grade consideration)	
Faculty Considerations	If you become ill to where instruction will be impeded, please notify the Associate Dean immediately, including the expected duration of the illness. Please inform students of potential delays in instructional delivery or assessment. You should not convey information concerning your medical condition under HIPAA regulations. If you know of qualified individual who might substitute temporarily for you, please forward their contact information to the Associate Dean.	