|  |  |
| --- | --- |
| **Instructor Availability** | |
|  | ✓ |
| What are your office hours? |  |
| How can students reach you during office hours:  Email  Phone  Video conference URL  Other? |  |
| How will you let students know if you cannot be available during a scheduled office time? |  |
| How should students book time with you if they cannot make your scheduled office times? |  |
| When you will not be available: Weekend and holiday communications expectations. |  |
| What should students do if something goes wrong with the course outside your scheduled availability times? |  |
| **Instructor Participation and Presence in the Course** | |
| How frequently will you check in to your courses? |  |
| What are your expected marking turnaround times (plan for the busiest times of the semester)? |  |
| How will you be providing regular: Summaries | Reminders | Reviews and /or previews |  |
| How will you participate in these course activities, if you are using them: Discussions | Wikis | Blogs | Journals |  |
| **Student Presence: How will Students Participate in the Course?** | |
| How will students use email in your course? Will they use email or course messages in Blackboard Learn (email – external to NIC email | course messages – internal to course) |  |
| If you are using Discussions, wikis, journals, or blogs what are your quantity and quality expectations for: Discussion posts | Blog posts | Wiki entries | Journal entries |  |
| Will students be generating content (e.g., video content)? |  |
| How will you know if students are engaging in self-assessment? |  |
| What asynchronous alternative arrangements are there for students in other time zones or who have bandwidth problems? |  |