

Atlanta Metropolitan College

Distance Education

Faculty Expectations

This Memorandum of Understanding is extracted from the Instructional Delivery Plan (IDP) developed in support of AMC's ongoing commitment to quality in the delivery of its distance education programs and courses.

As a distance education faculty member, I understand that I am responsible for meeting the following expectations set forth by Atlanta Metropolitan College:

1. Release course syllabus in GeorgiaView Vista prior to the first day of class to include :
 - a) Faculty member's name, office location, office telephone number, office hours (including a minimum of 2 virtual office hours per week for a 3 credit hour course), and school email address
 - b) Course number and title
 - c) Description of the course, including co- and prerequisites
 - d) Course outcomes
 - e) Expected results
 - f) Methods of assessment
 - g) Clear explanation of the course attendance policy and its impact on student performance and final grade evaluation
 - h) Textbook(s)
 - i) Attendance Policies including the institutional attendance policy regarding campus emergencies
 - j) Institutional procedures and policies regarding course withdrawal and grade appeal.
 - k) Course outline
 - l) Updated class calendar
 - m) A Welcome mail message explaining course requirements in a self introduction
 - n) Instructional techniques
 - o) If an e-pack is used in the course, clear instructions detailing where and how students may obtain access codes and applicable fees; E-Packs and other supplemental materials required for the course must be listed in the course syllabus in the textbook or supplemental material sections.
2. Include a link to the MIS Helpdesk on each syllabus for quick resolution of email issues students may encounter

3. Report “No Shows” to the Registrar on the assigned date. Students who do not login to their DE course prior to the end of the late registration period are considered “No Shows”.
4. Provide content that includes but is not limited to all learning modules, discussion board entries, updated calendar with due dates for all assessments, assignments, quizzes, tests, and all other expectations clearly outlined
5. Articulate clear response times for student email, preferably within 24 hours and no longer than 48 hours, excluding weekends, non-working days, and holidays.
6. Nurture student engagement and active learning by frequently posting and moderating discussions, providing timely feedback, and participating in other interactive learning activities.
7. Provide timely, appropriate, and responsive assessment of student learning, and indicate anticipated turnaround time on assignments and assessments (within 5/6/7 days of submission?)
8. Prominently display the course specific Academic Honesty and Plagiarism Policy and ascertain that reasonable safeguards are in place to ensure compliance.
9. Provide clear instructions regarding the method, mode, due-date, and conditions for taking and submitting exams. Proctored exams???
10. Check and update the course gradebook roll in GeorgiaViewVista against the official roll available at the Faculty Online Services Portal at www.atlm.edu. Non registered or unauthorized students should be denied access to the class by applying the “denied access” gradebook setting.
11. Encourage students to complete the instructor and course evaluation survey administered by AMC.
12. Maintain all course related correspondence within the course, so in case of grade appeals, due process can be ensured for all parties.
13. Obtain current contact information from all enrolled students and individual acknowledgement (via email or on the discussion board) that they have read and understood the course policies as outlined by the instructor.
14. Post prominently on your course syllabus the following statement as required by The Technology, Education and Copyright Harmonization (TEACH) Act: “The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.” For further information regarding use of copyrighted materials, please refer to http://www.usg.edu/legal/teach_act/