Requirements for Teaching Online

1. All grades for assignments are up-to-date and graded within a week or prior to next assignment or related assessment. This includes entering zeroes, if weighted grades.
2. Copyright laws have been respected and complied with.
3. Evidence of positive and encouraging tone in all communication.
4. Course communication provided at least once each week.
5. Participate in discussion boards to assist with student engagement/retention.
6. Timely communication, emails are responded to within 48 hours.
7. Syllabus and Schedule available when class starts.
8. Use the approved College LMS and CMS.
9. Use a LMS course copy from a master course site.
10. Design elements of the LMS course copy must remain intact. This includes assignments, exams, quizzes, videos, media and learning modules. Modifications must be approved by faculty leader.