Mineral Area College Online Faculty Expectations

Memorandum of Understanding

As an online faculty member, I understand that I am responsible for the below tasks.

Prior to 12:01 AM on the first day of the semester, I will:

• Post a syllabus on MyMAC and allow students the ability to view it. It will include:
  - My MAC email address,
  - My contact phone number if available,
  - Policy for drops related to inactivity/non-participation/non-attendance.
  - Any information related to on campus requirements (proctored exams, etc.),
  - A schedule of all assignments and assessments.
• Send a welcome email to all students. This email will include:
  - Brief overview of professional information,
  - Contact information for the MAC Help Desk,
  - Access information and technical support information for any online ancillaries,
  - An overview of course procedures,
  - A reminder of the rigors of an online course.

During the semester, I will:

• Maintain a course schedule that clearly delineates required and recommended tasks.
• Notify students of any adjustments to the course schedule or procedures both via MAC email and within MyMAC with sufficient lead time for students to be successful.
• Respond to student emails and questions within 48 hours (72 hours on the weekends).
• Utilize a variety of assessments for measuring students’ mastery of course objectives.
• Provide frequent feedback.
  - All assignments and assessments should be graded within one week’s time.
  - All assignments and assessments submitted through an online ancillary should be recorded in the MyMAC grade book within one week of being graded.
• Notify the students, my dean, and my department chair if I must be away from the course for more than three days.
• Post an announcement directing students to complete the CoursEval
• Submit midterm grades by the deadline

At the end of the semester, I will:

• Submit final grades by the deadline.
• Review the evaluation data provided by my dean, and if requested by my dean, submit the Instructional Enhancement Plan to my dean’s office no more than 2 weeks after the end of finals week.
Further, I understand that:

- The Director of Learning Management Systems and members of the Help Desk staff will access my course on a regular basis to troubleshoot technical problems experienced by students and faculty.
- My dean and his or her staff will access my course on a regular basis to verify compliance with these expectations.
- My department chair may access my course at any time to verify quality instruction.
- I will be evaluated every semester in which I teach an online course. During this evaluation process I may have to submit additional information to my dean, may have to meet with my dean in person, and may have to adjust content and procedures for future courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

________________________________________  __________________________________________
Print Name                                      Department
________________________________________  __________________________________________
Signature                                      Date