

Sample Instructor Expectations

WHAT YOU CAN EXPECT OF ME AS YOUR INSTRUCTOR:

1. I will maintain a positive learning environment for all students
2. Course materials will be prepared on time
3. I will return graded work in a timely fashion
4. I will treat all students fairly and with respect
5. I will encourage all students to truly learn the course material
6. I will encourage discussion and participation and will offer adequate time for students to answer all questions

Source: Building Online Learning Communities, Rena M. Palloff, Keith Pratt, 2007

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WHAT YOU CAN EXPECT OF ME AS YOUR INSTRUCTOR:

1. I highly value instructor-learner communication. We can communicate via my personal e-mail and telephone if you need to speak to me. To prevent telephone tag, you may want to e-mail me for telephone appointments. Generally, I can be reached by telephone most days. If I am way from the phone, please leave a message and I will return your call as quickly as possible.

2. If at any time you are dissatisfied, confused, or unclear about how the discussion is being facilitated, please contact me via e-mail. I will respond to your inquiry within 48 hours, and we will work together to resolve the identified issue. We will use the course discussion area as our primary place of communication. In the event a private conversation is required, we will utilize e-mail. I'll get back to you usually within my 24 – 48 hours; and if necessary we can arrange a time to talk/chat/exchange ideas.

3. I do give myself one day off every weekend. So, if you post a message or try to reach me on a Saturday, it is likely that I will not respond. I will respond, however, within my 24 – 48 hour timeframe.

4. I will share my travel schedule with you all and will post any away times in the Café area, which I call Rena's Roadhouse. I do travel frequently as I consult as well as teach, but, I always travel with a laptop. There are rare times where I have been unable to connect for a couple of days (i.e. very slow dial-ups and travel outside of the US). When those occur, at the very least I will post a message in the Roadhouse letting you know.

5. I do my utmost best to respond to assignments with feedback within a week of receipt. Again, sometimes life and other work intervene in that, but, if it does, I'll let you know.

6. I will treat all of you with collegial respect! I believe that you have as much to contribute to this learning process as I do and look forward to our exchange as colleagues.

I will provide a warm, fun course environment where we can have fun and learn together.

Source: Building Online Learning Communities, Rena M. Palloff, Keith Pratt, 2007