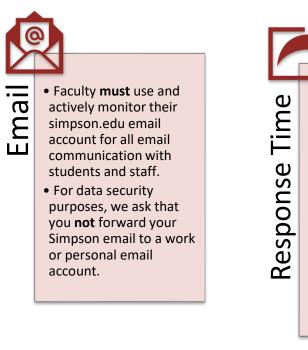# SIMPSON COLLEGE

Expectations for Teaching Online and Evening Courses

Thank you for teaching a course at Simpson College. We are thankful to have you as a part of our Simpson team! Here at Simpson College we hold high expectations for the quality of teaching and learning across all programs and course formats. Below you will find expectations that are particularly relevant for faculty teaching in the online or evening format. Please reach out to Jennifer Miller, Dean of Continuing, Graduate & Online Programs, with any questions or concerns (jennifer.miller@simpson.edu). Thank you again for teaching with us!

Email

- Faculty **must** use and actively monitor their simpson.edu email account for all email communication with students and staff.
- For data security purposes, we ask that you **not** forward your Simpson email to a work or personal email account.

Response Time

- While instructor engagement is always important, it is essential in online and hybrid courses where students do not see their instructor face-to-face each class meeting.
- Please be present in the course. This means **responding within 1-2 business days** to student emails and phone calls.

Absences

- If you are going to be unavoidably late or absent from class, college policy is for you to inform your students as well as Continuing & Graduate Program staff at wdm.admin@ simpson.edu or 515·309·3099.
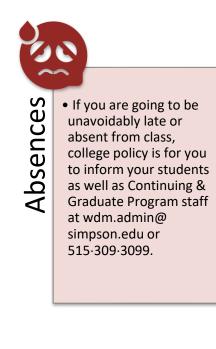
Texting/Social Media

- Students may reach out to you via social media or text. It is fine to communicate with students via these modalities, if you wish, as long as you are not sharing sensitive or personal student or course information via text or social media (e.g., grades, student contact information, etc.).

Office Hours

- Full-time faculty are required to offer 6 office hours per week. Part-time adjunct faculty are requested to offer a minimum of 2 "office hours" per class per week, either in person or remotely.
- Please list set office hours in your syllabus and on your welcome page in Moodle.
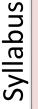
Course Evaluations

- Online course evaluations will be distributed to students at the end of the term.
- We ask that you encourage students to complete course evaluations as they provide incredibly helpful feedback.

Moodle

- Simpson uses a learning management system called Moodle and can be accessed via courses.simpson.edu
- Moodle must be used for **all** online and hybrid (evening) courses. It will not be possible to fit in the required 140 contact hours for a 4-credit, 8-week evening course without using Moodle to supplement in-class content.

Courses Open

- Moodle sites will be made available to students the **Wednesday before the term begins**.
- The expectation is that, at a minimum, the course syllabus and welcome page will be available to students at this time.

Gradebook

- Faculty must keep an up-to-date Moodle gradebook with multiple graded assignments throughout the term so that students can see how they are doing in the course.
- All grades and feedback should be entered through Moodle.

Syllabus

- To ensure students receive essential information, please include on your syllabus this list of required syllabus elements: https://simpson.edu/internal/faculty-resources-home-page/teaching/required-syllabus-elements

Seat Time

- According to accreditation requirements, a 4-credit course must have 140 total contact hours over the course of the term.
- Please describe in your syllabus how students will achieve those 140 contact hours. See required syllabus elements link for examples.
- Any changes, including shortened class time meetings, should be minimal and communicated to students in advance.

Feedback

- Receiving regular feedback from faculty is a critical part of an online/evening course.
- Faculty should aim to have grades returned within one week of assignment submission.
- To support student learning, it is imperative that faculty provide needed feedback to students **prior** to their work on a follow-up assignment.
- Per college policy, final grades must be submitted online within three days following the end of the term.