Hudson Online Teaching Guidelines

HUDSON COUNTY COMMUNITY COLLEGE

Prior to teaching online for the first time, faculty must complete the **Hudson Online Faculty Training Course**. These guidelines are based on US Department of Education regulatory definitions of distance education <u>found here.</u>

Before the Semester

| Review course materials | Set up third-party tools (if needed) | Post a welcome announcement | Update the course homepage | Set up a weekly virtual office hour |

During the Semester

Communication
- Check and respond to student emails within 2 working days
- Post at least 1 original/customized announcement per week
- Provide timely notice to students about changes to due dates, procedures, or your communication availability.

Participation
- In each discussion, actively moderate responses throughout the week; for example, by providing feedback, asking follow-up questions, making connections, and clarifying misunderstandings.
- For a given unit, reply to at least 50% of your students in a discussion board, distributed across multiple days.
- Respond to every student's introduction in the course's Unit 1 discussion

Grading
- Regularly provide substantive qualitative feedback on student assignments that includes guidance for improvement and deeper learning, when applicable.
- Grade all activities within 5 days of the unit's conclusion.
- Submit midterm grades for 15-week courses.

Attendance
- Report attendance weekly in Liberty Link.

Endorsed by The Online Learning Advisory Council and the Academic Senate