Gannon University Course Facilitation Agreement

I acknowledge that to give Gannon online students my due attention, I will need to commit no less than 6 – 9 hours a week per 3-credit course at Gannon during any online session. I understand that I will need to be available for synchronous communication with the Program Director and the Director of Distance Education.

I agree that best practices will be part of my online instruction when facilitating online courses at Gannon University. Important and necessary practices that are to be followed include:

1. All Gannon online courses are to utilize the online syllabus template.
2. Before the first day of class post a welcome announcement in your course.
3. Student course activity will be checked in the course shell on a daily basis.
4. Student questions through email or course discussions are to be addressed within 24 hours. Over a weekend or holiday the response time may exceed 24 hours but even then may not exceed 48 hours. In the event that an urgent situation develops which prevents the instructor from meeting this expectation, the instructor must notify the Director of Distance Education and Program Director and utilize the course announcement feature to inform the students. This is to be done as soon as is practical after the onset of the situation.
5. All instructors are encouraged to utilize SafeAssign in Blackboard for written assignments.
6. Student questions that originate in a course discussion board will be answered within the discussion.
7. Participate in weekly discussion activities by posting answers to student questions and providing student direction and guidance.
8. Post a bio for yourself in “Meet My Professor.”
9. All student concerns will be discussed with the instructor before student appeals are taken to the Program Director, then the Dean.
10. Virtual office hours are to be held 1 hour a week and published in the syllabus and course intro.
11. Update the online grade book in Blackboard within one week after assignment due dates.
12. The course announcements tool will be used for communications to all students.
13. Post at least one announcement each week, either introducing the weekly material at the start or summarizing the weekly activities at the end of the week to lead into the next week.
14. Final grades are to be entered into the [http://my.gannon.edu](http://my.gannon.edu) portal within 3 days after the course has ended.

Faculty Name: ___________________________ Date: ___________________________