



# Faculty Training and Development

## Online Faculty Checklist

Please review the *Online Faculty Handbook and Policy Manual* for detailed information on faculty expectations.



### Course Set-Up

The following tasks must be completed at least 72 hours prior to the start of the course (or upon immediate access):

#### *Faculty Contact Information*

- Post GCU email address, phone number, Arizona time zone and office hours. If time zone is not set to Arizona time, it will change the assignment/ DQ posting submission dates. (Phone number will need to be listed under the Address section to include preferred contact hours )

#### *Additional Materials*

- Attach applicable rubrics or assignment resources to the Classroom Announcements.

#### *Welcome Announcement*

- Post a welcome announcement advising students where to find relevant course materials and reinforce expectations as outlined for students in the course syllabus, assignments and policy handbook as they pertain to the learning objectives and participation/engagement. Post weekly objectives and expectations for Week 1.

#### *Initialize Questions to Instructor Forum*

- Post a welcome message in the Questions to Instructor forum encouraging students to post their questions or concerns.

#### *Class Wall Introduction*

- Post an introduction to the Class Wall. Respond to all student introductions on the Class Wall.

<input checked="" type="checkbox"/>	<b>Classroom Management</b> The following tasks must be completed during modules 1-8:
	<i>Responsiveness</i> <ul style="list-style-type: none"> <li>Respond to all student questions in the Questions to Instructor forum, Private Forum or submitted via any other communication method within 24 hours.</li> </ul>

<input checked="" type="checkbox"/>	<b>Participation, Engagement, and Facilitation</b> The following tasks must be completed for each week.
	<i>Participation</i> <ul style="list-style-type: none"> <li>Participate actively and substantively in the weekly discussion forums by posting several content-focused replies at least 4/7 days (5/7 days in UNV-103, CWV-101, and other courses as outlined in the Classroom Policies).</li> </ul>
	<i>Facilitation Techniques</i> <ul style="list-style-type: none"> <li>Utilize a variety of facilitation techniques in a relevant way to encourage student participation (i.e. asking open-ended questions that are thought provoking and stimulate critical thinking, using the Socratic Method and Bloom's Taxonomy).</li> <li>Use outside resources and/or personal and professional real-world experiences to add value to the weekly discussions.</li> <li>Use Classroom Assessment Techniques (CATs) and relevant formative assessments to check for understanding, inform participation, and to achieve learning objectives and outcomes.</li> <li>Demonstrate an awareness of the class culture, needs and diverse mix of learning styles in the weekly discussions and in all forums.</li> </ul>
	<i>Effective Communication</i> <ul style="list-style-type: none"> <li>Demonstrate effective written communication skills (i.e. clarity, spelling, grammar) and an overall professional and respectful tone with students.</li> </ul>

<input checked="" type="checkbox"/>	<b>Grading and Feedback</b> The following tasks must be completed during modules 2-8:
	<i>Timely Assignment Feedback</i> <ul style="list-style-type: none"><li>• Use the gradebook to provide feedback within 7 days of the student's assignment submission date.</li></ul>
	<i>Effective Assignment Feedback</i> <ul style="list-style-type: none"><li>• Provide qualitative, holistic feedback to support the numerical score awarded for assignments. Feedback must address content and mechanics, and it must provide students with takeaways to improve their performance on subsequent assignments.</li><li>• Use rubrics and/or auto rubrics when required.</li><li>• Review all citation and grammar tool submissions and hold students accountable to the policy when applicable.</li></ul>
	<i>Discussion Forum Feedback</i> <ul style="list-style-type: none"><li>• Provide substantive, individualized, and comprehensive feedback on student participation within 7 days of each module end date.</li><li>• Provide substantive, individualized, and comprehensive feedback on student discussion question replies within 7 days of each module end date.</li></ul>
	<i>Zero Grade Policy</i> <ul style="list-style-type: none"><li>• Manually enter zeros in the gradebook along with "No submission" or "No participation" for each student who does not submit an assignment or does not participate in the weekly discussion forum.</li></ul>
	<i>Submit Final Grades</i> <ul style="list-style-type: none"><li>• Submit final grades 7 days from the last day of the course.</li></ul>

