Faculty Hub

The course outline is a contract between yourself and your students. It can help to clarify your goals, requirements and expectations and set the stage for your time together. Below are some elements that you could include to help students organize themselves.

Having information clearly stated and gathered in one document will help students know what to expect and how to prepare in order to succeed in your class. You may help prevent misunderstandings, alleviate anxiety, and increase students' motivation by including some or all of these elements, as relevant to your course:

SUPPORTING YOUR STUDENTS

- your virtual office hours, the platform you will use and how the student will reach you (e.g. your Zoom link, chat, Teams, etc.)
- other modes of contact (e.g., scheduled web conferencing appointments, discussion forum, online chat)
- student services applicable to your course (e.g. tutoring, CLEO, Academic Skills Centre)
- tips for distance learning (e.g., time management strategies)
- link to Student Hub

REQUIRED EQUIPMENT

- equipment that is necessary for this course (e.g., reliable internet connection, computer, microphone, webcam, etc.)

COURSE MATERIALS

- whether course materials such as textbooks and any web sites or online resources are 'required' or 'recommended' and where students can get them.
- whether students have the choice of a hard copy or an electronic copy
- textbooks:
  - author, title, ISBN, edition number
  - costs and where to purchase
  - password access to publisher site for materials
  - availability of online notes
- readings (ensure you have copyright-free use of the assigned articles; if in doubt, check the library website):
  - readings that are a required part of the course
  - available URLs/web links to readings
  - PDF copies on the course Moodle site
  - description of where to purchase the readings
- course pack info:

- o collection of readings
- o cost and how to purchase
- specific course tools:
  - o examples include particular calculators, safety equipment, medical supplies, art and photography materials, paper, clothing, software etc.
  - o costs and where they can be purchased

PLATFORMS AND SOFTWARE

- document and/or course management platform used by teacher (LEA, Moodle)
- web conferencing software that is supported by the College (e.g. Zoom, Teams)
- software requirements for students (Note: Microsoft Office is available to students free of charge)
- clear instructions for electronic submission of individual and group assignments

TECHNICAL INFORMATION

- instructions for accessing and installing a web conferencing platform (e.g. Zoom)
- the tool that will be used for sharing files with instructor (e.g., LEA, Moodle, other)
- the tool that will be used to complete and record group work (e.g., Moodle, Span Canvas, Virtual Classroom, other)
- how to access recorded lectures or other material for the course (e.g. Moodle, Microsoft Stream)
- how to access the required online tools, if applicable (e.g. Antidote)
- the Dawson Helpdesk email address: helpdesk@dawsoncollege.qc.ca

CLASS SCHEDULE

- an explanation of the division of time between synchronous, asynchronous and homework hours
- the tentative schedule (calendar) for synchronous and asynchronous learning activities, including the platform used for each class
  - o Example:
    Monday: Synchronous class in Zoom
    Wednesday: Asynchronous work in Moodle
- deadlines for assignments and what documents you expect to see as part of the submissions

ONLINE COURSE INFORMATION

- netiquette expectations: here is an example netiquette guidelines from UBC
- link to the Student Hub for online course rules
- attendance expectations (if applicable)
- class participation expectations for synchronous (e.g. participation in class activities such as polls or collaborative work) and asynchronous lessons (e.g. respecting deadlines for work in Moodle - if applicable)
- assessment/exam information for online assessments