

Course Expectations for Faculty and Students

What Students Can Expect of Faculty

- Faculty will clarify course requirements and expectations not later than the first week of class.
- Faculty will provide contact information and information about their availability at the start of the course.
- Faculty will specify the expected time for response to student e-mails or phone calls.
- Faculty will specify the anticipated time for feedback on assignments.
- Faculty will provide information that will help students be successful in the course.
- Faculty will make course materials (e.g., lectures, access to a quiz, etc.) available by the week they are scheduled.
- Faculty will exhibit the values expressed in the School's Personal Integrity Policy.
- Faculty may share student work with DUSON administration, other faculty and/or accrediting bodies; however, they will not share anyone's work with other students without permission.
- Faculty will notify students of any guests who are invited into an online or web-enhanced course since their presence is not visible as in on campus courses.

What Faculty Expect of Students

- Students will be familiar with the syllabus and all course material and seek clarification as needed.
- Students take responsibility to be prepared to participate fully in the course.
- Students spend, on average, a minimum of 3-4 hours per week per course credit.
- Students will effectively manage their time to allow for active participation in the course throughout each week as defined in the syllabus.
- Students will communicate with the instructor when problems arise or when assistance is needed.
- Students use current APA format for written assignments unless otherwise stated.
- Students follow the School's Personal Integrity Policy at all times.
- Students recognize that collaborative learning sometimes creates conflict which can be a valued learning experience when handled constructively.
- Students are aware of their own personal values and demonstrate respect for others, regardless of differing values and opinions.
- Students maintain confidentiality and acknowledge patients' privacy rights (HIPAA) in any communications about patients, co-workers, and/or employers.
- Students practice good "Netiquette" throughout online courses or web-enhanced courses.