**Faculty and Student Expectations for this Online Course**

# As your instructor, I agree to maintain the following standards in this course:

1. I will respond to your concerns and/or questions submitted by e-mail or in the Ask Your Instructor forum on the discussion board within 24 hours of your inquiry.
2. I will notify you in advance when my communication response time may be longer than 24 hours (i.e. holidays, emergencies)
3. I will grade your assignments within no more than 7 days following your submission, unless otherwise indicated in the course site.
4. I will follow the guidelines for good online communications..
5. I will provide clear instructions for your weekly assignments.
6. I will provide individual support and help to you when you need it.
7. I possess the computer skills and proficiency necessary to deliver this course to you online.
8. I will maintain a presence in the course by giving timely feedback and participating in class discussions.
9. I will track attendance regularly and accurately using the last date you contributed to the class.
10. I will make continual efforts to improve online teaching skills and keep abreast of current trends, information, knowledge and skills, in the area of online learning and asynchronous communication.

# As a student, you understand and acknowledge the following expectations of your participation in this online course:

1. To check Blue Ridge CTC’s e-mail on a regular basis to send and receive course and college communications.
2. To have proficiency using Blackboard,

-AND-

To proactively seek help from the E-Learning Help Desk on campus when I am not sure of how to complete a task in Blackboard.

1. To have reliable access to an internet-ready computer,

-OR-

To have reliable transportation and dedicated time to visit campus to use the computer lab.

1. To be proficient in saving, editing, uploading, downloading, and managing computer files.
2. To understand that writing is a necessary skill for online success because most assessment of knowledge is measured through the evaluation of my writing,
3. To be comfortable using the internet to conduct academic research.
4. To spend at least six hours a week on course content.
5. To understand that attendance for online courses is measured by successful completion of weekly assignments.
6. To be comfortable working in a learning environment that may or may not have traits consistent with the traditional classroom.
7. To read the course syllabus and understand course expectations and learning objectives as well as assignment timelines and due dates.
8. I understand the grading policy for this course as indicated by the course syllabus.
9. I understand that I am the only person who should be working on, editing or turning in any portion of online assignments.
10. I will remember to be cognizant of my audience and be courteous to all those with different beliefs, values and experiences.
11. I understand and accept the Blue Ridge CTC academic integrity policy and have read through the guidelines of the policy on my syllabus and/ or the [Blue Ridge CTC Student Handbook](http://www.blueridgectc.edu/wordpress/wp-content/uploads/2013/09/Blue-Ridge-CTC-Handbook-2013-2014-Working-Copy.pdf) (page 46).