



MCKENDREE UNIVERSITY

The following are required of each online course you teach:

Four weeks prior to class:

- Contact Educational Technology for access to your online course template at 618.537.6822 or 618-537-2142 or email helpdesk@mckendree.edu
- Textbook details are provided and are selected by the University. If a text has been assigned, the text must be used.
- Contact the publisher of your required text and request a desk copy.
- Verify the dates listed in your syllabus are accurate.
- Verify that all links within the course are working properly.
- Ensure that your course makes appropriate use of Discussion Boards.
- Post your syllabus to <http://assessment.mckendree.edu/>.
- Use your McKendree University email, add your McKendree email to your smart phone or preferred device, or make sure you have it forwarded to an account you check regularly as this is a required means of communication for all faculty, students, and staff.

One week prior to class:

- Make the course available for student view within Blackboard.
 - To set your course to available:
 - Open the course.
 - Click Customization on the Control Panel.
 - You may need to expand the control panel by clicking the double down arrows on the left side of the control panel button.
 - Click Properties.
 - Scroll to Item 2, Set Availability.
 - Click the Yes radio button.
 - Click Submit.

One week into the course:

- Notify the McKendree Online Office if any students
 - have not attended or participated in the first week,
 - have unusually low or poor participation during the first week, or
 - are attending/participating but are not on your roster.

online@mckendree.edu

Throughout the course:

- Please grade assignments in a timely manner and return graded work **within a week** of receipt.
- Respond to student emails and phone calls **within a 48 hour** period or sooner.
- Refer students in need of tutoring to the Academic Support Center on the McKendree website by selecting Academics and then the Academic Support Center. Online tutoring is available. A referral form should be submitted via WebAdvisor.
- Refer students in need of writing assistance to the Writing Center on the McKendree website by selecting Academics and then the Writing Center. Online assistance is available. A referral form should be submitted via WebAdvisor.

Six weeks into the course:

- Begin to encourage students to complete the course/instructor evaluations found at <http://assessment.mckendree.edu/>. Student evaluations must be completed before the last day of class. Reassure the students that you do not have access to any of the results until 14 days after a course is completed. You never will see the identity of the individual making the comments.

One week after course completion:

- Post final grades using WebAdvisor (no later than the date determined by Academic Records)

Two weeks after course completion:

- Complete your course self-evaluation at <http://assessment.mckendree.edu>
- Review the student course evaluations at <http://assessment.mckendree.edu/>

Other items to consider when teaching undergraduate courses:

Writing Intensive Courses – some courses are designated as writing intensive. Should your course have this designation, it should include at least the following elements:

- A minimum of 5,000 words (around twenty typed pages) of assigned writing over the course of the semester.
- A mix of formal and informal writing exercises. Formal writing would include research papers, essays, position papers, and reports that have gone through more than one draft before being presented in the finished form. Informal writing would include study questions, in-class responses, journals, heuristic exercises, and essay examinations.
- A process-oriented approach to the teaching of writing. Simply defined, this means that the writing of a finished product is divided into stages, with oral or written feedback at each stage.

Continuing Writing Check – Please contact the Director of the Writing Center for additional information. 618-537-6971 or bboudreau@mckendree.edu.

McKendree Online – 618-537-6576 or online@mckendree.edu