



Minimum Expectations for Remote Teaching



Jamii Claiborne

Associate Dean of Academic Success

For Financial Aid and other reasons, there are some baseline requirements that must be consistent in all remote learning experiences. Please have these in mind as you work.

Attendance

You must plan to capture attendance at least once per week. This can be done in whatever format you prefer (make them log in to Canvas, have a required discussion board post, send you an email, submit an assignment, etc.) but there must be a way to track weekly engagement.

Office Hours

All faculty will hold a minimum of 5 virtual office hours every week. Again, this can be done in the format of your preference (via live Zoom, via phone, via email, etc.) but there will need to be five hours where you are readily available for students. These can be during business hours but may also be in the evening or on weekends.

Zoom Etiquette

If you do decide to use Zoom technology for course delivery, office hours or advising, you will need to adhere to professional best practices even if working from home. Please review the [Zoom etiquette page](#) for details.

Instruction

Beyond that, the biggest requirement is to **continue student learning**, to **provide opportunities for students to demonstrate that learning**, and **provide feedback and assess** their learning.