

College Operating Procedures (COP)



Procedure Title: General Course Operating Procedures for Online and Blended Instruction

Procedure Number: 03-0805

Originating Department: Provost

Specific Authority:

Board Policy

Florida Statute

Florida Administrative Code

Procedure Actions: Adopted: 09/19/14; 09/25/15; 10/16/17

Purpose Statement: This COP defines the general course operating procedures of online and blended instruction.

Guidelines:

The Guidelines listed in the Procedures are posted on the Florida SouthWestern State College (FSW) Academic Technology Committee webpage.

Semester Start Procedures: Teaching in the online and blended environments requires timely, clear, and effective communication from instructors. Instructors must be proactive in providing information on course requirements and expectations in order for students to plan for and to succeed in an online course.

1. Instructors agree to satisfy the following requirements on or before the course start date:
 - a. Provide a complete syllabus using the college's most current Common Course Syllabus and meeting all the criteria as listed in Guidelines for Course Syllabi and Attendance Verification.
 - b. Provide a course introduction featuring the course instructor which, at a minimum, covers the topics as outlined in Guidelines for Course Introductions.
 - c. Provide the instructor's biographical information including a reasonably current photo.

2. Instructors agree to complete all of the following requirements:
 - a. A completed Proctored Exam Form for each proctored exam (if applicable) shall be submitted to the Testing Center within one (1) week of the course start date.
 - b. Attendance Verification must be completed by the date listed on the Official College Calendar in accordance with the policy set forth in the course syllabus and adhering to Guidelines for Course Syllabi and Attendance Verification.

Course Procedures: Instructors must provide timely feedback in order to address student questions, concerns, and to keep students apprised on their progress in the course.

1. Instructors shall respond to all student inquiries according with the Guidelines for Course Communication and Grading.
2. Instructors shall provide timely grading. Grades shall be posted in accordance with the Guidelines for Course Communication and Grading.
3. Instructors shall maintain a presence in their course in accordance with the Guidelines for Course Communication and Grading.

Course Closing Procedures: Students taking online courses expect and deserve timely grade reporting.

1. Following the conclusion of a course, instructors shall post grades no later than the date and time listed on the college's Official College Calendar and in accordance with the Guidelines for Final Grade Submission and Course Conclusion.
2. At the end of a term, instructors may be required to have further correspondence with students in accordance with the Guidelines for Final Grade Submission and Course Conclusion.

Any major revision of the Guidelines posted in the Procedures must be supported by the Academic Technology Committee.