

Online Course Policies

Policy #1 - Delivery

- The online courses are entirely asynchronous.
- The MSC Vista is the only location for the online course instruction, assessments, postings of activities/interaction, submission of assignments, creating/maintaining grade book, etc. The submission of assignments not handled by MSC Vista can be done using an approved Macon State College server.
- There are tools (not available in MSC Vista) that instructors may deem valuable for use as additional part of the course (e.g., tools that create Wikis, Web sites, etc.). Normally these tools are on servers that do not belong to Macon State College. These tools may be used with permission from the dean of the School of IT. The requirements for Policy #6, Paragraph 1 above must be met. These tools cannot contain student personal data and/or information.
- Sections of the same course cannot be combined to create one stand-alone course.

Policy #2 - Syllabus

- The course syllabus will include all six parts as approved by the faculty on 4/4/2011. See School of IT Required Items for Course Syllabus at <http://maconstate.edu/it/resources.aspx>
- An electronic copy of the complete course syllabus will be made available to the school's secretary one week before a semester starts.
- The syllabus, in six separate parts, will be posted in MSC Vista at least one day before the start of the course.
- Once the syllabus has been posted in MSC Vista, students will be notified by MSC email and MSC Vista email that the materials are posted so they can go ahead and browse through them and familiarize themselves to the course.

Policy #3 – Course Templates

- All online courses must use the School of IT's Online Template.
- All hybrid/blended courses must use the School of IT's Hybrid Template.
- If an instructor wishes to use MSC Vista as a course repository for his/her face-to-face course, the School of IT's Face-to-Face course repository template must be used.
- No changes can be made to the design, layout, and graphics used in these templates.

Policy #4 – Communication & Grading

- MSC email and/or MSC Vista email must be used for communication between the instructor and students. Private email accounts must not be used to communicate with students.

- Instructors normally reply to student emails within 12 hours, Monday through Friday. Although instructors are encouraged to do so, the requirement for a 12-hour turnaround for answering email does not apply on weekends, holidays, or during semester breaks.
- Comments/feedback and/or the grades for all graded assessments are to be communicated to the students within one week after the due date for the assessment.

Policy #5 – Active Learning

- It must be communicated to students that online courses are not self-paced.
- Regular and routine weekly participation in online courses is required and is to be recorded by the instructor. Active learning through graded discussions will take place in all online classes. Regular and routine course activities for all IT courses will include a combination of the following:
 1. a graded discussion activity that is integral to student engagement and learning;
 2. a graded assignment/project/examination

Policy #6 – Attendance/Participation

- Students must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy. Please see the "Attendance Policy" in the college's catalog.
- For online classes, participation must be defined in a different manner. Student attendance in online courses is defined as active participation in the course as prescribed in the course syllabus.

Policy #7 – Student Engagement through Office Hours

- For each online class, the instructor's weekly office hours will include a scheduled one hour of "online chat". The chat session must take place within the instructor's office.
- When a chat session is in progress, the instructor may post a note on the office door stating same.