

SNL Online Faculty Code of Conduct

The online classroom is a very special place. It should support learning, engagement, discussion, and connection. Although it is a classroom setting, it uses technology that many people use in their business or professional lives. However, the expectations and standards are different. It's important to keep this in mind, so that we can jointly create vibrant, powerful learning experiences where students can try out new ideas and master new skills in a safe and trusting environment.

Do:

- Understand the roles of faculty and students. Understand that our students are adults who have roles outside the classroom, although they are responsible to plan ahead and meet your course requirements.
- Follow the faculty role:
 - Provide clear and timely information about course requirements, including how their work will be assessed.
 - Inform students about how they can contact you via email and the Faculty Bio, and let them know the days when you are not available (2 per week).
 - Inform students about deadlines by filling in the Course Schedule with specific dates.
 - Modify elements of the course as needed to be internally consistent and accurate for the quarter.
 - Let your Instructional Designer know about course problems that should be fixed for future terms
 - Respond to student questions and concerns in a timely manner (within a day, on your work days).
 - Provide clear, well-organized, thorough feedback on student work in a timely way (within a week).
 - Keep the Blackboard grade book up-to-date. If you do not plan to grade specific assignments, make them invisible to the student.
 - Fill out the end-of-term student competence assessment forms by the college deadline.
 - Hold students to high standards of academic integrity, and refer them to resources as needed. Use Turn-It-In or other methods to detect integrity violations. Follow the DePaul Academic Integrity guidelines.
 - Hold students to academic standards commensurate with the rest of DePaul. Students must master competences in order to pass a class.
 - Refer students to the SNL Writing Guide and DePaul Writing Center to get help with writing, as needed. Both are available online.
 - Use email to supplement your online course, not to replace it. Teaching should take place in the course; private conversations and reminders can happen by email.
 - Work to create a strong, supportive and vibrant learning community by asking questions, developing a clear presence, and supporting student efforts with ideas, resources and praise.
- Expect students to follow their role
 - Read all of what is posted for the course, and be responsible for it.
 - Ask questions if they do not understand, in a timely way.
 - Expect to do all of the work required for the course.
 - Respond to the feedback that you give.
 - Reach out to others when they can contribute or answer questions. Be part of the ongoing learning community.
- Treat everyone respectfully. Respect different perspectives.
- Contact the right people for different problems:
 - DePaul's Technical Contact Center for technical problems or questions
 - snlonline@depaul.edu for administrative problems or questions
 - Your Instructional Designer for course problems or questions
 - The SNL Online Director for problems with your students
- Be conscious of how your words may come across to others.

- Practice netiquette in all emails and posts, including both public and private communication. Be aware that your emails may be forwarded to others.

Don't:

- Send unsolicited, non-class related emails (no spam)
- Use disrespectful or abusive language
- Make personal attacks on anyone (no flaming),
- Wait passively if you have problems or questions; instead, reach out to get help.
- Forget that this is a classroom environment, not a business environment.