

Welcome

Course Modalities

Traditional - meets in a traditional face-to-face format.

through Brainfuse accessed through their Blackboard course. Graduate students have access to a writing consultant year-round for in-

Online Faculty Expectations for Best Practices

The Online Teaching Expectations for Best Practice was developed to support the Mission, Values, and Vision of Jacksonville University. Refer to [Course Quality Standards](#) for more information.

1. Encourage contact between students and faculty.
 - a. Faculty will log into the learning management system and engage within the course consistently (a minimum of 5 days a week is recommended).
 - b. Faculty will abide by a 24-48-hour response time to student emails. Faculty will include their email response policy in their syllabus and keep in mind their student audience and the possibility of multiple time zones in online courses.
 - c.

- i. Interact with the student posts throughout the semester, ensuring that all students have a faculty interaction during the term.
 - ii. Answer any questions posed by a student.
3. To encourage meaningful student-to-student and student-to-instructor connections in the online space, educators can leverage alternatives to traditional text discussion boards such as:
- i. Facilitated video discussions enabling students to verbally elaborate on ideas and directly respond to classmates' video commentary.
 - ii. Structured peer review activities where students provide constructive feedback on assignment drafts prior to final submission.
 - iii. Collaborative group projects requiring coordination through shared documents, messaging, and meetings to produce deliverables greater than any individual effort.
 - iv. Casual, ungraded social discussion forums for students to interact, support each other on course topics, and strengthen relationships in low-stakes ways.
 - v.

Academic Integrity

Academic integrity is the deeply held belief that all intellectual and academic work should be done honestly by the individual or group submitting the work. Academic

Word document.

- b. LockDown Browser is a custom browser that locks down the testing environment within Blackboard. It prevents a user from printing, copying, going to another URL, or accessing other applications during an assessment.
- c. Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to prevent cheating during online exams. Respondus Monitor integrates with Blackboard, which is ideal for non-proctored testing environments. Students will use their own computer and a webcam to record assessment sessions without leaving the Blackboard course. **Faculty can no longer require an environment scan when using Respondus Monitor.**
- d. Additional information on each [Respondus](#) component can be found here.

Computer/Technology Requirements for Online Programs

Many programs use software and tools that can be CPU intensive – the faster the CPU, the faster programs will run. For minimal performance, we recommend teaching on a machine with a system configuration equal to, or greater than, the [student technology requirement](#).

Student-to-Student Expectations

- Students will communicate professionally and in a timely manner.
- Students will work collaboratively.
- Students will be clear regarding team roles, responsibilities, and tasks for group work.
- Students will meet established deadlines for completing assigned sections of the team assignments.

Jacksonville University Policies

Faculty, staff, and students are expected to adhere to policies, procedures, and guidelines as set forth by Jacksonville University and its respective departments, including, but not limited to, the following:

All University Policies outlined in the [JU Green Pages](#):

[Academic Integrity and Misconduct Policy](#)

[Academic Catalog: \(select academic year\)](#)

[Code of Conduct](#)

[Intellectual Property](#)

[Sexual Harassment Policy](#)

Online Instructor Support

To ensure the success of faculty while in the design and development process, Academic Technology provides the following means of support:

One-on-one partnership with instructional designers

deleting recordings that are not needed prior to the one-year period.

To retain Collaborate recordings for longer than a year, faculty can:

[Download Collaborate Recordings and Delete from Blackboard](#)
[Upload Recordings to Kaltura](#)

Simple Syllabus

All Jacksonville University faculty are required to enter their syllabus into the Simple Syllabus template by the end of the first week of the semester. Watch how-to videos and frequently asked questions about [Simple Syllabus](#) here.

Course Evaluations

All Jacksonville University faculty are evaluated at the end of every semester for each of their courses through the IDEA surveys. Students have the opportunity to provide anonymous feedback on their experiences in your course. The survey is administered online. Learn more about [IDEA surveys](#) here.

Online Students Grievances and Complaints

It is understood that students may have questions about policies, procedures, and decisions made within the academic programs. Most can be easily answered through consultation with the course instructor or JU Academic Advisor. Students can also refer to the [JU Catalog](#) (selecting the current academic year) and the [JU Student Handbook](#).

Online students, upon completing the internal university (outlined below) and appropriate state grievance processes, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the [SARA Complaint Process page](#).

For academic grievances or complaints, please follow the policy outlined in the student handbook.

For non-academic grievances or complaints, please contact the following individuals:

- Dr. Teresa MacGregor, Vice President of Enrollment Management, Jacksonville University tmacgre@ju.edu
- Dr. Kristie Gover, Dean of Students, Jacksonville University Kgover1@ju.edu

If you are a Florida Resident and your issue is unresolved by those individuals, please contact the Florida Department of Education here: <https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/concerns-complaints.stml>. Department of Education for other states can be found at <https://www.ed.gov/contact-us/state-contacts>.



Technology

OFFICE OF INSTRUCTIONAL DESIGN

INSTRUCTIONAL DESIGNER (O/D)



INSTRUCTIONAL DESIGNER (O/D)

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