Faculty Information

Your faculty information section of Blackboard should contain the following information:

1. Name
2. Title
3. Email Address
4. Phone number
5. Office Hours or Online Available Times
6. Office Location
7. Expectations about Communication preference

Additional items that are vital to creating a sense of connection between the instructor and the learner.

1. Summary of past teaching and educational background
2. Personal information such as hobbies, family, travel experiences, etc.
3. A photograph, audio message, video
4. Turnaround time for grading - All assignments and assessments that are completed and received by the due date will be graded and associated grades will be posted in the Grade Center of this Blackboard electronic classroom within 7 days of the due date. (NOTE: I generally do not begin to grade an assignment until on or after the due date since it is my preference to grade all students’ submissions at one time.)
5. Email Response Time - Students who e-mail me Monday - Thursday can ordinarily expect a response within 24 hours. Students who e-mail after 4 PM on Friday or over the weekend can ordinarily expect a response by noon on the following Monday.
6. Phone Messages - Although I try to check phone messages during the week, the preferred method of communication will always be e-mail. I will make every effort possible though to return phone messages within 2 business days.
7. NOTE: You are expected to retain an electronic copy of all work submitted. If transmission of the work fails, you are expected to “resend” the document under our directions. Assignments will be submitted in Blackboard either through Discussion Board forum postings, via the Assignment feature, or via the SafeAssign feature. You are expected to verify your own Blackboard responses by returning to the appropriate place in Blackboard after the work has been posted.

Reference Quality Matters Standards 1.8: The self-introduction by the instructor is appropriate and is available online.