

Policies for Teaching Online Classes

Louisiana State University

School of Kinesiology (SOK) Fall 2013

Online Classes – Design, Implementation, and Outcomes

- Prior to teaching a class online, the instructor of record must obtain approval from the Director of SOK in the semester before teaching the class. An agreement on the percentage of the class to be delivered online (<50% web-based; 50% - 99% web-based; 100% web-based) should be established at this time.
- Prior to teaching a class online for the first time, it is recommended that instructors complete the Quality Matters (QM) online training module. (<https://www.qualitymatters.org/>)
- Online classes must meet general LSU/SOK policies
- Instructors are expected to deliver online classes via Moodle. Likewise, students enrolled in online classes are expected to communicate with instructors using Moodle or their LSU email account.
- Instructors will provide a syllabus that includes all pertinent information including a daily schedule, assignments, tests, proctored events, etc. on Moodle no later than the first day of the semester.
- Instructors of online classes are expected to respond to appropriate class-related student emails within a 24 hour period except on weekends and holidays.
- Online classes are expected to represent an equivalent amount of student time/work as face-to-face classes.
- Online classes are expected to produce similar learning outcomes as face-to-face classes. Assessment procedures are recommended to establish this alignment.
- When a class is offered both face-to-face and online in the same semester, assessment procedures should be used to establish equivalency in learning outcomes.

Online Course Load

- Online course load will be negotiated with Director of SOK.

Online Class – Student Capacity

- The number of students allowed to enroll in an online class must allow for quality instruction as well as meet SOK student demand.

Online Classes – Accountability

- In order to establish student authentication, instructors must include at least two proctored events per semester for the online course. Proctored events are any activities that fulfill a graded component of the course and require visual authentication of the enrolled student. Examples of proctored events include, but are not limited to: face-to-face meetings/activities, on-site computer lab meetings, video conferencing, computer-based testing (LSU campus or via secure third-party commercial testing services such as Proctor U, Kryterion, etc.), live and/or recorded video presentations performed by the student.
- Each student's final grade must consist of a minimum of 50% of graded activities that are proctored events as identified above.