



CLASS CONTRACT

CMPG 214 / ITRW 315 - 2019

[Photo by Luke Pamer, Unsplash}

MY PROMISES TO YOU

*The following information applies to both Contact and Distance students. *Adapted by Orlanda (2013):*

1. I will try to foster a **community atmosphere**: During the first two weeks we will get everyone involved in the module by way of a *forum activity*.
2. I will follow the **course format**: Structure and consistency is more important in a modern online course, so you—the students—need to know from the offset what is expected of you (due dates, time allocations, etc.).
3. I will do my utmost to **be available** when you need me: My policy is a 24-hour turn-around time on questions/queries/etc.
4. I will **honour deadlines**: This is especially true for feedback that is needed in timely manner (typically within 5 days).

5. I will use **cordial communication**: I tend to overcompensate when communicating in writing, as messages are usually read in a harsher tone than intended.

6. When necessary, I will give **detailed feedback**: I will be specific about shortcomings; use track changes; and will refrain from using copy- and paste-feedback.

7. I will keep in **touch with my colleagues**: I intend on consulting Instructional designers and colleagues teaching the same module / programme across the NWU campuses.

8. I will be clear on **grading standards**: Rubrics with expectations will be supplied; examples of various graded assignments will also be given.

9. I will be **active in discussions**: I'll try to steer and encourage without monopolising the discussion (two/three comments per discussion).

10. Finally, I will keep **meticulous records**: All assignment submissions, feedback, communication, will [preferably] be recorded using the *LMS* and *Microsoft Excel*.



[Photo by Melody Jacob, Unsplash]

MY EXPECTATIONS OF YOU

*The following information applies to both Contact and Distance students. *Taken from USQ (2018):*

1. Treat fellow students and staff courteously, free from harassment of all kinds, including that based on gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.

2. Attempt to resolve issues through informal discussion before making a formal appeal or taking formal action.

3. Provide honest and fair feedback to the teaching staff.

4. Pay attention to the information provided about courses, programs, assessment and administrative procedures.

5. Attend information sessions, and lectures, tutorials, workshops and practical sessions as required and access all relevant electronic information.

6. Constructively use the performance and progress feedback that is provided.

7. Be well prepared for classes by completing any required readings and preparatory tasks.

8. Regularly check and use the student portal (eFundi) and your email. It is recommended that students check these services [at least] weekly.

9. Use resources such as library books, computers and laboratory facilities with due care and with consideration for the fair access of others.

10. Respect the rights of others to manage their time and balance competing responsibilities.

11. Fully acknowledge, and properly reference, the contribution of others in all work.

12. Have a reasonable level of proficiency in the use of basic software applications used for sending and receiving emails, downloading and opening attachments, and any other specific software applications relevant to individual courses of study (details of which are contained in the course specifications).

[Photo by David Wimmer,
Unsplash]



REFERENCES

Orlando, J. 2013. *Teaching Online: Essential Elements for Faculty*. Magna Online Course. Magna Online Publications.

USQ. 2018. *Student Expectations and Responsibilities Policy* [Web page]. Retrieved from: <https://policy.usq.edu.au/documents/13446PL> [Accessed 25 October 2018].