ASSIGNMENT AGREEMENT

Online learning at Harold Washington College coordinates the instructional delivery of online course for CCC students and faculty desiring to teach online courses. Online faculty serve as the primary contact to CCC’s online and distance learning students. Online faculty are hired by Harold Washington College, and Academic Affairs reviews their credentials. Questions and/or needs concerning online courses or online instructional delivery should be directed to the Office of Instruction within Academic Affairs at Harold Washington College.

Faculty accepting an Online Learning Lectureship Assignment must adhere to the following:

1. Meet all CCC credential guidelines, including completion of three online learning professional development courses.
2. Respond to student questions within a 48-hour time period.
3. Grade and provide timely feedback on assignments to support student success.
4. By logging into the course site a minimum of three (3) times per week, review course proceedings to encourage and monitor students’ progress.
5. Conduct a minimum of three (3) synchronous online instructional sessions for students in your course.
6. Submit all midterm and final grades by scheduled due dates.
7. As necessary, advise students on City College of Chicago (CCC) and Online Learning policy.
8. Facilitate online discussions (e.g. Blackboard Discussion Board) as required by the course.
9. Report on students records as required by CCC.
10. Abide by the administrative and academic regulations of CCC.
11. Complete required online training and professional development activities.
12. Perform other reasonable duties and responsibilities for student development and learning as needed.
13. Attend one online orientation session or web-seminar prior to the start of each semester you receive an assignment to teach online.
14. If your course is reassigned or cancelled, all textbooks and associated course materials must be returned to the Office of Instruction at Harold Washington College.

Failure to execute any or all of the tasks above may result in the cancellation of your course assignment and affect future assignments.

ACKNOWLEDGEMENT OF RECEIPT, UNDERSTANDING AND AGREEMENT

___________ By signing, you indicate that you have reviewed, understood and agree to the above.

Revised: 3/6/15