

# Online Learning Assignment Agreement

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Online faculty serve as the primary contact for CCC's online learning students. Online faculty are assigned to courses by Harold Washington College, and Academic Affairs reviews their credentials accordingly. 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.

**Full and part-time 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. All Faculty who teach online must be trained to use the CCC LMS in the semester prior to the assignment. Training must be verified by a member of the online learning team or Academic Online Coordinator.

Training can be completed through any of the following methods:

- Training provided by a Technology Integration Specialist, Academic Online Coordinator, Instructional Designer or Faculty Champion
  - Prior experience facilitating an online course using the current CCC LMS
3. Respond to student questions within a 48-hour time period.
  4. Grade and provide timely feedback on assignments to support student success.
  5. By logging into the course site a minimum of three (3) times per week, review course proceedings to encourage and monitor students' progress. The maximum time length allotted between each sign-in to the LMS is 3 days.
  6. Conduct a minimum of three recorded synchronous online instructional sessions for students in your course.
  7. Ensure both faculty-student and student-student regular and substantive interaction in discussion board forums.
  8. Attend the online faculty orientation prior to the start of each semester you receive an assignment to teach online.
  9. All online courses have a required CCC Learning Management System format and assigned textbook. Faculty who teach online courses agree to only use the approved CCC LMS format and assigned textbook.
  10. All course content in the online classroom must be ADA compliant. The faculty member will ensure all unique content is ADA compliant and is responsible for reaching out to Online Learning with any compliance questions.
  11. Ensure that student learning outcomes and course objectives listed on course syllabi are consistent with the Harold Washington College master course syllabi in the respective department.
  12. Maintain course design elements. Consult with your Academic Online Coordinator before altering course design templates.

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

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## ACKNOWLEDGEMENT OF RECEIPT, UNDERSTANDING AND AGREEMENT

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

Name

Date