



## Sample Instructor Requirements

### Announcements:

- Post at least two announcements per week that are engaging, utilize variety and set the stage for learning

### Course and Curriculum:

- Model and create a culture of academic writing

### Grading & Gradercenter Feedback:

- Grade assignments within 72 hours
- Provide specific, detailed, and individualized feedback to students

### Asynchronous Communication:

- Take an active role (at least 3 days per week) in creating a dynamic community that furthers participants' involvement with ideas, concepts, and classmates.

### Communication:

- Maintain contact with students a minimum of three (3) times per week (via email, discussion board, phone, instant message, text message, web conference, announcements, etc.)
- Make at least two home phone contacts regarding each student each semester.
- For any student whose grade is below 70% for two (2) consecutive progress reports, contact either the parent or the site coordinator will be made.
- Respond and document communications with parents in the Student Information System in a timely manner.

### Synchronous Instruction:

- Serve at least one hour per week in the Academic Help Center

### Intervention:

- Accept all late work for at least 50% value

### Professional Development:

- Attend the IDLA summer conference each year
- Complete an approved professional development course each year