

Policy Manual**Policy #: 020-015****Purpose**

The purpose of this policy is to provide guidance specific to the implementation of distance education and to assure delivery of consistent high quality education in line with the mission and vision of Unitech Training Academy as well as to provide guidance on assessing the consistency of student coursework.

Responsibility

It is the responsibility of the Director Education to ensure the local implementation of these guidelines at the campus level with the help of the campus faculty.

Policy**Instructors**

1. For each online course, Instructors and students will utilize the Jenzabar eLearning platform to communicate the course syllabus, assignments, lectures, videos, discussion forums, and all other assessments such as exams, quizzes, and graded homework.
2. Instructors are expected to check and respond frequently to inquiries from online students during their normal business hours posted on the course syllabus. However, if inquiries are received outside of normal business hours, responses should be within 24 hours at a minimum.
3. Instructors must continue following all aspects of Attendance 100-001, Grading 020-003, Make-up Policy 020-004, Failed & Withdrawn Classes 020-005, and Satisfactory Academic Progress 020-006 policies.
4. All work may be turned in from 12:00 am – 11:59 pm Monday – Friday for Day sessions
All work may be turned in from 12:00 am – 11:59 pm Monday – Thursday for Evening sessions
5. In addition to following Attendance 100-001, daily online attendance equates to a minimum of one substantive post per scheduled class day. These daily posts can include discussions posts, completion of daily assignments, participation in polls, bell ringer, or critical thinking questions etc.
6. In line with Make-up Policy 020-004, if a student does not submit a daily post, they will be considered absent for that day. Instructors should also follow the grading structure for a late assignment depending on whether the absence is considered excused or unexcused. A new “close date” for the assignment in question may need to be established in the Jenzabar eLearning platform.
7. Assignments and posts can be scheduled for future dates.

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8. Online instructor posts should utilize publisher resources from the course textbook.
 9. Push 3 interactive posts requiring engagement per day (according to day or evening schedule from #4) all at once and 2 video lectures twice a week which can be staggered. On the day the video lectures are assigned, 3 daily posts are not needed but homework is still assigned.
 10. Video recordings can be done in YouTube or directly in the Jenzabar eLearning platform. There are other alternative ways to video your lecture that may be used.