



UNIVERSITY OF WISCONSIN
PLATTEVILLE
DISTANCE EDUCATION

UW-PLATTEVILLE
ONLINE COURSE INSTRUCTIONAL ASSIGNMENT FORM

Instructor: _____
(Last) (First)

Appointment: _____
Fall Spring Summer Year

Assignment for Instruction of Course Delivered Online:

_____ (Course Name and Number)

Performance Guidelines for Online Instruction- A timely response to students' questions, assignments, and exams is crucial to online instruction. Accordingly, the following requirements apply to instructor presence in all courses delivered online:

1. Scheduled uninterrupted time for online instruction is the same as a scheduled time to teach a course on campus. It is recommended that 3 hours per week be reserved for online instruction for a 3-credit class, 2 hours for a 2-credit class, etc. Similarly, appropriate office hours should be posted in the course.
2. Check the online course a minimum of five days a week.
3. Grade or respond to a student's submitted work *within 5 working days* from the due date of the assignment.
4. Respond to a student's questions or messages *within 2 working days*. Questions or messages will appear most commonly in the course itself, but also could be delivered via e-mail, fax, or telephone.
5. Use the gradebook in Desire2Learn.
6. Participate in facilitation training opportunities as determined by the program coordinator.
7. Complete course maintenance prior to beginning of the semester. (see attached document for details)

As part of the course maintenance process, instructors will be expected to make minor changes to online materials to keep their course(s) current just as they would for courses taught on campus.

Instructors' performance will be evaluated by students enrolled in their online course(s).

Compensation:

- ___1) Compensation for this appointment period will be paid on an overload basis. The instructor will receive \$166.66 per student per credit (or \$500 per student in a 3 credit class) for each student still enrolled on the official day of record (usually the 10th day of class for a 16-week course). This also includes summer payments for on-campus instructors.
- ___2) Compensation for this appointment period is considered part of load. Instructors who have an enrollment of 20 or more students in a class will, at the discretion of the Dean, receive release time from on-campus duties. If an instructor has more than 25 people in his/her course, he/she will be paid on an overload basis at the same rate described above for the number of students beyond 25. NOTE: Instructors who are teaching a course for the first time and have an enrollment of 15 or more students in the class, will, at the discretion of the Dean, receive release time.
- ___3) Compensation for this appointment period is being paid to an adjunct instructor. The instructor will receive \$166.66 per student per credit (or \$500 per student in a 3 credit class) for each student still enrolled on the official day of record (usually the 10th day of class for a 16-week course).

This course and this assignment are subject to cancellation depending upon enrollment.

Signatures

Cc. Program Distance Learning Coordinator
Department Chair
Faculty Member

Provost
Director of the DLC

Note: It is the Dean's responsibility to keep the original assignment form in his/her office and to send copies to the people listed on this form.