

## Math Department Expectations for Instructors this Fall

In preparation for the upcoming fall semester, in which most of our classes will be partially or entirely online, the department has formulated a list of departmental expectations for instructors. These are contained in Section 6 of the [report of the Covid Taskforce on Instruction](#). What follows is an abridged summary of these departmental expectations. Please see the [Taskforce report](#) for the full set of expectations, for the motivations of these policies, and for other recommended practices and resources.

***Please note:*** This list is in addition to, not replacement of, the department's established [teaching policies](#).

### Communication of course structure and content.

- **Each course should use a Learning Management System (LMS).**
  - The default choice for the department is [Moodle](#).
  - A [Moodle template for Mathematics courses](#) is available.
  - Instructors who have already developed their course in [Compass](#) may use that instead.

**All course information and course material should be contained in, or accessible from, the class LMS.**

- **A separate, publicly available syllabus should be prepared two weeks before the start of classes.**
  - These will be posted on a department website and should include the items described in Section 6.8 of the [Taskforce report](#).

### Course content and delivery

- **Regardless of format, courses should cover roughly the same amount of material as they did previously.**
- **All online classes should include some weekly audio/video content.**
  - Advice on producing this content is available on the [Center for Innovative Teaching & Learning \(CITL\)'s Keep Teaching website](#). CITL is also providing a variety of [workshops and support for instructors](#) throughout the summer.
  - It is not sufficient to only post written lecture notes.
- **All audio/video content should be accessible through the course LMS and should be hosted via a service which is accessible worldwide.**
  - The recommended host is [Kaltura \(Illinois Media Space\)](#).

- Per department teaching policies, "Students with disabilities should be provided accommodations as prescribed by [Disability Resources & Education Services \(DRES\)](#). Before denying any such request for accommodations, an instructor should first consult with both DRES and the associate chair."

### Assessment

- Graded work should be returned within one week and include detailed feedback whenever possible.
- Online undergraduate courses should include at least one assessment per week that requires students to submit work for grading.
- Homework for classes with in-person meetings should be managed electronically.
- Classes which meet in person should not require or reward attendance.

### Communication with students

- Instructors should provide students with a Communication Plan which describes:
  - i) How the instructor should be contacted.
  - ii) The routine for course announcements.
  - iii) The expectations for reply times.
- At least one (preferably two) synchronous office hours should be held for each class on a regular weekly schedule via [Zoom](#) (or something equivalent).
- For every online undergraduate class there should be a discussion forum that is regularly moderated by the instructor or class staff.
  - One recommended tool for this is [CampusWire](#) (Illinois login link coming soon).

### Communication with teaching assistants and graders

- Questions from TAs and graders to instructors should be answered within two work days.
- TAs running discussion sections should have the necessary materials (e.g. worksheets) at least 24 hours before their earliest section.