Teaching Expectations for
WILMU INSTRUCTORS

Wilmington University believes students are:

- The **MOST important people** in our business.
- Not dependent on us…**We are dependent on them.**
- Not an interruption of our work…**Students are the purpose of our work.**
- **Doing us a favor when they call**…We are not doing them a favor by serving them.
- Our business…**They are not outsiders.**
- Not cold statistics…**Students are flesh-and-blood human beings with feelings and emotions like our own.**

"Take good care of our students."
—Posted originally in the Wilmington College Administration Building

To ensure good care of our students, the following
are expectations of all instructors at Wilmington University:

Equip our students with the tools necessary to be successful in the world and in their profession.	Respect diverse talents and ways of learning.
Provide meaningful and timely feedback.	Uphold high academic standards, enable student flexibility, and engage in real-world application.
Model professionalism, compassion, integrity and intellectual curiosity.	Cultivate a sense of belonging as part of a diverse learning community.
Encourage student-instructor contact through a variety of methods.	Encourage and engage in critical thinking, creativity, curiosity, and life-long learning practices.
Present content in ways that students can understand, answer questions, and have clear expectations.	Remember that what you do matters and that you make a difference to our students.

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To ensure good care of our students and to model teaching expectations, all instructors should follow the predefined tasks to setup and maintain courses:

☑ Use Canvas for all modalities. Face-to-face instructors should, at a minimum, post a personalized syllabus, weekly announcements, and grades.

☑ Personalize your syllabus with your name, course information, contact information, and policies. Use the most updated syllabus; do not use an older version.

☑ Post a welcome announcement at least one week prior to the start of class and post announcements at least one per week during the course.

☑ Check that all links are working. If there is a broken link, please email **onlinemanager@wilmu.edu** and the Program Chair with location of link, its name, and provide a replacement.

☑ Add due dates to all assignments in Canvas. Instructions on how to upload due dates in bulk are available at: **wilmu.edu/canvas/duedates.aspx**.

☑ Ensure your faculty profile in Canvas is current.

☑ Complete the outcomes document/rubric for any outcomes assessment-bearing class.

☑ Submit attendance weekly for all classes in all modalities, including online (Hybrid, Online Live), face-to-face, directed study, independent study, and credit for prior learning (Portfolio).

☑ Encourage student-instructor contact through a variety of methods (Canvas, Email, Early Alerts). Although exceptions may occur, respond to student emails/Canvas messages, questions, and chat room messages within 24-48 hours.

☑ Provide meaningful and timely feedback, especially early in the term. Provide feedback and use provided rubrics within one week after the assignment due date (excluding in-depth projects and research papers), unless otherwise communicated in advance.

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