Preparing for a Successful W21 Course

Queen's UNIVERSITY | **ARTS AND SCIENCE ONLINE**
CONTINUING AND DISTANCE STUDIES

Reflections on Fall 2020:

What worked well for students:	*Challenges for students:*
- flexible schedule - regular assessments - video recorded lectures and asynchronous delivery - consistency and readily available content - instructor office hours	- perceived increase in workload - lack of motivation - perceived decreased quality of education - challenges of studying from home - difficulties communicating with professors

Here are key elements to keep in mind for a successful remote term!

These elements are from FAS Student and Faculty surveys, ASUS Remote Academic Recommendations, FEAS Student Survey, and the eCampus Ontario research of the Fall 2020 remote term.

1. Help students feel less overwhelmed and isolated

- Use a balanced approach when assigning assessments; allow time for practice and feedback without overloading students
- Include opportunities for students to interact with each other and with the teaching team (e.g., group projects, structured synchronous sessions, office hours, etc.)
- Include short one minute "In the Moment" videos to weekly announcements and hold Teams/Zoom meeting for regular, weekly office hours to increase contact with students

2. Ensure Academic Integrity

- Consider a range of assessments with rich questions/case studies or large question pools in random order
- Use remotely proctored assessments only when needed for course/department goals (FAS approval needed—must be requested with Final Exam Request due January 22)
- Review academic integrity principles with students, what is acceptable and not acceptable? (e.g., Can I use my roommates' notes? Working together on assignments, Use of Turnitin, etc.)
- Consider adding an academic integrity pledge to your assessments.

3. Keep your onQ course organized and simple for students to navigate. See [FAS onQ Demo for Remote Course](#) for examples of onQ tools

- Organize course content into clearly defined weeks/modules/topics/units
- Keep language consistent throughout (e.g. naming conventions are the same)
- Include a weekly task list at the start of each module
- Be sure due dates are visible and in one location for students

4. Make communication a priority throughout the semester.

- Clearly communicate instructions, expectations, and due dates. Send weekly reminders about upcoming tasks and deadlines help students stay organized.
- Indicate what material is going to be evaluated on tests and exams and what types of questions/question formats to expect, especially if it is different from previous years.

Check out the [FAS onQ Demo for Remote Courses](#) onQ course. You will find a sample course and helpful Instructor How-tos, templates, videos, and samples of content.

Have a question? Need more information? Visit the [ASO Remote Teaching Support](#) website or email ascremote@queensu.ca for one-on-one assistance.