



# **Online Learning Policies and Procedures 2016-2018**

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The Eight Schools Association offers several online courses, and as such, numerous policies and procedures need to be formally established. This document provides policies and procedures for the ESA Online Courses. The intent is to offer consistency across all of the schools and an understanding of expectations.

## 1. Faculty Course Creation

Any school may generate a course to offer via the ESA Online Course Offerings. A course currently provided by the ESA may not be duplicated. For example, as an online Beginning Arabic Course exists, another Beginning Arabic Course may not be created. A school should reach out to the ESA Executive Director, Online Learning Initiatives to discuss the course(s) before development.

Courses may be created for an entire year, a term or span multiple terms, and may be fully online or blended and have synchronous and asynchronous scheduled times or a combination.

Faculty members desiring to create and teach an online course should have participated in the Online Learning Design Cohort (OLDC), another professional development opportunity in online course creation or equivalent experience.

## 2. School Course Creation in Canvas

Once a school has decided to create a course, the ESA Executive Director, Online Learning Initiatives must be contacted, and a master course will be created. The faculty member creating the course will then build the course within the ESA instance.

If a school has already created a course using their school's instance of Canvas or Haiku and desires to offer it to the broader ESA, the ESA Executive Director, Online Learning Initiatives must be contacted, and the course will be transferred from the local school LMS instance to the ESA Canvas instance. Some updates from the faculty member will be needed after this transfer has occurred.

Any course offered within the ESA must be assigned a copyright by the course creator. This should be either "All rights reserved" indicating that the course and its content may not be used, remixed, etc. or one of the six levels of the Creative Commons (<https://creativecommons.org/licenses/>), all of which allow for some level of use, sharing, and/or remixing.

If a course is created collaboratively amongst multiple teachers in the ESA, the ESA is considered the creator, and will assign the most open level of the Creative Commons license.

Any course collaboratively created prior to November 2016 is exempted from ownership by the ESA; it is owned by the schools that created it.

### 3. Scheduling Courses

- a. Online, synchronous - these courses are fully online without a teacher necessarily onsite at the school. The scheduled, synchronous time for these courses must be finalized by June 15th for the upcoming academic year.
- b. Online, asynchronous - these courses are entirely online with no synchronous meeting time.
- c. Blended, synchronous - these courses have a face-to-face component to them with a teacher onsite at the school. Also, a scheduled, synchronous time for these courses exists and must be finalized by June 15th for the upcoming academic year.
- d. Blended, asynchronous - these courses have a face-to-face component to them with a teacher onsite at the school and no synchronous meeting time for the class to meet.

### 4. Course Information and Description

Faculty members must develop a course description for each course they desire to teach. The description must include:

- Summary of the course
- Length of course
- Faculty member teaching the course
- Number of credits
- Course code
- Time and day of course if applicable
- Term the course will run

The number of credits will be determined by the hosting school of the course at the academic dean's recommendation and will follow the ESA Online Course Guidelines.

Also, a syllabus of the course will be provided for reference.

The Executive Director, Online Learning Initiatives will contact each of the schools in November to begin preparing course descriptions. These course descriptions will be due in late December, and an Online Course Offering Catalog will be generated and provided to all schools by mid-January.

## 5. Registration

First, the ESA Executive Director, Online Learning Initiatives will generate a Google Sheet with all of the offered courses. Registration is then a two-part process, one that includes the initial registration of the students interested in the courses, and the second when the course has been created and the student's enrollment into Canvas and the course.

### Upcoming Academic Year

1. Registration for the ESA Online Learning Courses will begin at the end of April. Registration will officially close on June 1st. Accommodations will be made if a student's schedule changes. This initial registration will be completed via Google Sheets.
2. On July 31st, the ESA Executive Director, Online Learning Initiatives will provide the initial list of students to the Registrar of each school for confirmation of enrollment. Also, the ESA Executive Director, Online Learning Initiatives creates a copy of the online course for the term. Changes can be made at that time to the list and provided back to the ESA Executive Director, Online Learning Initiatives. The school registrar will then provide the School Canvas Administrator with the student registration. The School Canvas Administrator then registers the students within the Canvas course.

### Summer Courses

1. Registration for the ESA Online Learning Summer Courses will begin at the beginning of April. Registration will officially close on May 26th. The initial registration will be completed via Google Sheets.
2. On June 1st, the ESA Executive Director, Online Learning Initiatives will provide the initial list of students to the Registrar of each school for confirmation of enrollment. Also, the ESA Executive Director, Online Learning Initiatives creates a copy of the online course for the term. Changes can be made at that time to the list and provided back to the ESA Executive Director, Online Learning Initiatives. The school registrar will then provide the School Canvas Administrator with the

student registration. The School Canvas Administrator then registers the students within the Canvas course.

## 6. Creation of a Course Section

For courses that run during the regular academic year, the Executive Director, Online Learning Initiatives will create a new course section from the master course that has been developed three weeks before the start of a course, or at the request of the online teacher.

For courses that run during the summer, the Executive Director, Online Learning Initiatives will coordinate with the teacher the creation of the course section. The section creation shall occur not less than one week before the start of the course.

## 7. Number of Students in a Course

ESA Online Learning Courses will have a maximum of 15 students. If a significant interest in a course exists, and in consultation with the school offering the course, it will be determined if an additional section of the online course will be offered. This decision will be made after the initial registration in June.

If only one section is offered, the ESA Executive Director, Online Learning Initiatives and each school will select one student to enroll in the course. A lottery will determine the remaining seats in the course.

## 8. Attendance and Student Participation

Students are expected to attend all synchronous meetings and complete all assignments and activities. If a student misses a synchronous meeting or fails to submit a graded assignment, discussion, assessment or activity, the ESA online teacher is to notify the designated contact from the student's school.

## 9. Course Conclusion

The term feature within Canvas will be utilized to end a term for the course. Also, the teacher will report to the ESA Executive Director, Online Learning Initiatives, the number

of students that began the course and the number of students that completed the course.

## 10. Number of Courses a Student May Take

There is no limit on the number of ESA Online Courses in which a student can enroll. Each school may set a limit on the number of ESA Online Courses a student takes.

## 11. Auditing a Course

Students will be allowed to audit or take an ESA Online Course for pass/fail on a case by case basis.

## 12. Grades and Transcripts

A transcript for each course will be provided by the school offering the course. The student's home school will determine how the transcript and grade will be processed. For example, currently, the Greek course is taught by Andover. An Andover transcript will be provided to Hotchkiss for the student and Hotchkiss will determine how it will be utilized.

The student's home school will receive grades and comments from the ESA online teacher, and the home school decides how to process, when to provide, etc. Given there could be students in a course from several schools, an agreed upon understanding between the various home schools and the host school should be established regarding the timeline for submitting grades and comments.

## 13. Academic Integrity

### Cheating

Cheating is copying someone else's work or giving or receiving unauthorized assistance on an exam, test, paper or other academic activity in an intentional effort to deceive the teacher into thinking the work is one's own. As these courses reside in an online environment, cheating also includes having someone else do the work for you with respect to any academic activity, including taking an assessment.

## Fabrication

Fabrication involves providing false information for any academic activity. This would include such things as making up or altering data with the intent to mislead in a lab report or in a bibliography or footnote, citing an article that doesn't exist.

## Collaboration

Working with another student or getting assistance when solo effort is expected is unauthorized collaboration and goes against academic integrity.

Collaborative work is an effective means of learning in school and in life. Active participation by all group members and accurate reporting of all collaborative efforts are essential. Being part of a collaborative effort and not doing your part or participating in the academic activity, yet taking credit for the work, does not adhere to academic integrity.

## Plagiarism

Plagiarism occurs when you present another person's creative or intellectual products (words, ideas, insights, images, etc.) as if they were your own without explicitly acknowledging their influence on your work. While particular facts that are "common knowledge" usually do not require a citation, copying a lengthy factual summary from a source and presenting it as the product of your own factual synthesis can also constitute plagiarism.

Honesty in the academic area means claiming as one's own only that work which is one's own. The honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the Internet, classmates or family members. The words, ideas, insights, images, factual summaries or further work of others, if borrowed, must be properly acknowledged. In addition work done for one course may not be used to secure credit in another. This extends to all work submitted in connection with any academic activity, including but not limited to: essays, research papers, lab reports, presentations, works of art, speeches, problem sets and papers for language classes that have been produced with the help of an electronic translator (other than as a resource to translate individual words, the way one would use a paper dictionary, and as permitted by the teacher.).



If you fail to respect these principles by omitting proper citations and acknowledgments, you are guilty of plagiarism regardless of whether or not you intended to plagiarize.

## Actions for Infringement

The ESA online teacher(s) will report the infringement to the student's school appointed person. The student's school will take any disciplinary action. Each school will make the decision when it comes to the school adjudicating a possible academic integrity violation committed by one of its students.

## 14. Course Withdrawal

Students will follow their home school policy for withdrawal from an ESA Online Course. If a student withdraws from a course, the academic dean, or designee, will:

1. Update the registration form.
2. Notify the Executive Director, Online Learning Initiatives.
3. Notify the Registrar from the host school.
4. Notify the Canvas administrator. The Canvas administrator will make the student **inactive**.

## 15. Add/Drop

There will be a two-week period for add/drop once the course has begun. Each school will follow their specific process for add/drop. After the two-week add/drop period, students will not be added or dropped from an ESA online course, unless there are extenuating circumstances.

If a student adds or drops a course during the two week window, the student's school's Academic Dean or designee must update the registration sheet, inform the Executive Director and registrar for the host school, and Canvas administrator. The Canvas administrator will make the student **inactive**.

## 16. Off-boarding

In the event that a student is withdrawn from a school, the school's Canvas Administrator or designee shall make the student inactive from the ESA Online Course(s) as soon as possible.

## 17. Academic Calendar Summary Timeline

Event	Timeline (Due)	Person Responsible
1. Create master course	Upon notification from school	Executive Director, Online Learning Initiatives
2. Notification to collect course descriptions	mid-November	Executive Director, Online Learning Initiatives
3. Compile descriptions and return to Executive Director, Online Learning Initiatives	Late December	School Academic Deans or designee
4. Create course offerings catalog	mid-January	Executive Director, Online Learning Initiatives
5. Create registration	late-April	Executive Director, Online Learning Initiatives
6. Register students	June 1	Academic Dean or designee
7. Confirm student registration	July 21	Executive Director, Online Learning Initiatives
8. Send initial list of registered students to hosting school	July 31	Executive Director, Online Learning Initiatives
9. Create copy of course from course master	Three weeks prior to course start	Executive Director, Online Learning Initiatives
10. Notify Canvas Administrator	Once registration is confirmed	School Registrar or designee
11. Register students in Canvas	Once notified by School Registrar or designee. This process may take several days and must be taken account into the timeline.	School Canvas Administrator
12. Add/Drop Period	Two weeks after the start of the course	Academic Dean or designee

13. Notify online teacher and host school registrar of add/drop	Upon notification	Executive Director, Online Learning Initiatives
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One month prior to the start of the Winter and Spring terms, the Executive Director, Online Learning Initiatives will call for confirmation of registration for the courses that will be beginning. At that time, the process will begin at step 7 outlined above.

## 16. Dramatis Personae - *School Year 2016-2017*

School	Academic Dean	Canvas Administrator	Registrar
Choate Rosemary Hall	Kathleen Lyons Wallace	Noreen Virgulto	Catherine Velez
Deerfield Academy	Ivory Hills	Kris Wiemer	Diana Kocot
The Hotchkiss School	Merrilee Mardon	Roger Wistar	Heather Mechare
The Lawrenceville School	David Laws	Jan Pavelec	Frank Fernandez
Phillips Academy Andover	Clyfe Beckwith	David Mallick	Deborah Olander
Phillips Exeter Academy	Karen Lassey Brooks Moriarty	Vi Richter	
Northfield Mt. Hermon	Sarah Warren	Joel Lowsky	Jay Ward
St. Paul's School	Lori Bohan	Melissa Poole	Patricia Plante
ESA	Jill Abbott, Executive Director, Online Learning Initiatives		