UM Intercampus Course Sharing - Faculty Checklist

Steps for ensuring the successful delivery of an intercampus course each and every semester!

BEGINNING OF DESIGN PROCESS

☐ Consult with an Instructional Designer on your campus to address:
  ▪ Course design needs
  ▪ Technology needs (e.g. Blackboard, Tegrity, Voice Thread, etc.) for each campus location

NO LATER THAN SIX MONTHS PRIOR TO OFFERING THE COURSE

☐ Notify UM Academic Affairs by emailing coursesharing@umsystem.edu
  ▪ Intercampus course sharing website will be updated.
    ■ Include the official course name & number for participating campuses and instructor(s) as well as when you are offering your course.
  ▪ Academic Affairs will prepare any incentive funding you may receive.

☐ Coordinate with Secondary Campus faculty partner to discuss:
  ▪ Technology requirements for the campuses and the students
  ▪ Placing a textbook order on the secondary campus, if needed
  ▪ The remaining items 3 items below in this section which should be done on both campuses

☐ Contact your department scheduler so he/she can work with the Registrar’s Office to:
  ▪ Assign the proper course attributes to the schedule of classes
  ▪ Assist you in scheduling any special classroom needs
    ■ (E.g. Do you need a classroom on any campus for exams?)
    ■ (E.g. Do you need classrooms with equipment to transmit to and from campuses?)

☐ Contact your campus librarian to ensure:
  ▪ Access to required library materials is available at both locations
    ■ Tip: ask for an updated list of system-wide subscriptions from your campus librarian
    ■ Remember to review copyright guidelines applicable to course content (e.g. videos, readings, etc.)

☐ Advertise your course by:
  ▪ Sharing the Intercampus List of Courses: http://www.umsystem.edu/ums/aa/intercampus_course_sharing
  ▪ Using your campus’ standard advertising methods
  ▪ Asking your departmental contact(s) on the other campuses to use appropriate methods there
    ■ (E.g. email to Advisors’ Forum list serve)

AT LEAST TWO WEEKS PRIOR TO THE BEGINNING OF CLASSES

☐ Coordinate with Secondary Campus faculty partner to ensure:
  ▪ The technology for the delivery of the courses is working properly on both campuses
  ▪ Course management flow is understood and working properly (add, drop, TAs, co-instructors)
  ▪ Each faculty member/ campus contact knows role and responsibility, e.g. who reports and enter grades, who will proctor exams, etc.

ONE WEEK PRIOR TO THE BEGINNING OF CLASSES

☐ Contact the students by:
  ▪ Sending an email with information about the course (e.g. required technology, required synchronous sessions, exam times and locations, etc.)

END OF THE SEMESTER

☐ Coordinate with Secondary Campus faculty partner to ensure:
  ▪ Secure transmittal of grades
    ■ Faculty from UMKC, S&T, MU should exchange grades via the phone
    ■ UMSL: http://www.umsl.edu/services/ctl/about/staff.html