

DISTANCE LEARNING INSTRUCTOR

In addition to the Faculty duties and obligations outlined above, instructors teaching via Video Conference must:

1. Complete a training program designed to familiarize teachers with distance learning equipment and techniques.
2. Make available to students at each site on the first day of class course syllabi and all other relevant materials. As far as is possible, all handouts and other papers that will be necessary throughout the semester should be available on site at the beginning of the semester.
3. Instructors are responsible for the establishment and maintenance of discipline at all sites.
4. Maintain the privacy of all distance learning students, be it electronically or otherwise

Procedures for Protecting the Privacy of Online Students

Southwest Texas Junior College protects the privacy of all its students, adhering to the same privacy standards for online students as it does for "face-to-face" students. Guidelines provided by the Family Educational Rights and Privacy Act (FERPA) govern all college efforts to maintain privacy and control of student information.

To further protect student privacy in online or hybrid courses, these procedures shall be followed:

- The arbitrary SWTJC student Identification Number, assigned through Colleague, the institutional management system, will always be used to identify students, in lieu of Social Security Numbers.
- Students will access online learning materials via an approved Learning Managements System (LMS) all of which requires unique user names and passwords for access, and which students may select and change.
- Online faculty will instruct students never to reveal their log-in names or passwords to anyone.
- Student postings to course discussion boards, chat rooms, and class forums shall be accessible only to members of the class, the instructor, and SWTJC staff specifically authorized and responsible for student learning assessment or oversight of the academic quality and integrity of the course.
- Instructors will communicate grades to online students via the secure gradebook communication capabilities of the LMS.
- Instructors or staff will not communicate grade information or other protected information via emails, which can be intercepted or viewed by someone other than the student.

Instructional support staff, such as monitors assigned to assist Dual Credit students, shall adhere to all procedures outlined above. In addition, such staff shall complete and submit to the Distance Learning Office at the Uvalde Campus the 'Southwest Texas Junior College Distance Learning Department Confidentiality Agreement' at the beginning of his/her first semester of employment/assignment. This Agreement will remain in force until the staff member no longer holds the support position. Revision of the Agreement will require staff to re-submit the document.

LAB ASSISTANT

DUTIES AND RESPONSIBILITIES

The Lab Assistant is responsible for assisting the instructor of record in the preparation, organization, and facilitation of all lab activities. In addition, the Lab Assistant and the instructor(s) of record must meet regularly and work cooperatively in order to meet the goals and objectives outlined in the course syllabus/syllabi. Specific responsibilities for the Lab Assistant are:

1. Assist the instructor of record in planning and implementation of lab instructional activities
2. Prepare lab for instructional activities
3. Assist students in lab activities
4. Assist the instructor of record in the assessment of student learning
5. Assist in the advising of students on their progress in the course(s)
6. Assist in cleaning and organizing lab
7. Monitor and maintain lab equipment
8. Know, understand, and abide by the parameters set by the instructor(s) of record in the course syllabus/syllabi
9. Support the mission, goals, and objectives of the college
10. Work to improve teaching effectiveness and student learning
11. Promote a positive attitude among the students toward the course(s), instructor(s), SWTJC, and learning
12. Perform other duties as assigned by the instructor(s) of record