

Student Assistance

- Arrange for out of class interaction by maintaining office hours. Establish telephone and/or e-mail office hours. Have students tag their e-mail so you can easily determine the content.
- Hold virtual office hours using chat. This allows for timely feedback and can prevent students from wondering. Create chat rooms and a Listserv List as another avenue of connection for students. Encourage students to work together in a small group.
- Allow for break times especially if the class is longer than 90 minutes. You may want to ask the Classroom Technician to remind you of break time if you forget.
- If at all possible, plan to deliver class from a distance site at least one time during the semester. Students appreciate the opportunity to have the instructor at his/her site. Both you and the student will benefit from the face-to-face contact. Finally, you will experience the distance site learning environment as well as meet the support people there. Let the distance site know ahead of time when you plan to visit them by informing that site coordinator and your own institution's site coordinator.