Section Instructor (SI) Responsibilities

The Section Instructor (SI) is ultimately responsible for the delivery of a quality online course section. The Section Instructor (SI) coordinates with the Course Lead (CL), the MSW Online Assistant Director and the Assistant Director of Online Field Education.

Key Responsibilities Include:

- Maintain teaching excellence throughout the live synchronous instruction and asynchronous activity of the course.
- Facilitate the weekly 90 min live synchronous session promptly, and at the appointed EST time block noted within your appointment letter.
- Deliver the asynchronous modules, interacting with the course and students at minimum every other day.
- Deliver the section according to the academic standards and the approved curriculum of the course.
- Ensure the academic experience for students within the section is consistent and meets the quality and vision of the GSS MSW program and Fordham University.
- Maintain the integrity and readiness of the Course Site within the LMS.
- Route tier 2 student issues that arise immediately to the MSW Online Assistant Director and the Course Lead (CL).
- Responsible for awarding final course grades to students based on the grading rubric assigned to each course within 48 hours of last official session date.

Primary Duties and Requirements Include:

- Become knowledgeable of Fordham University and GSS policies, procedures and practice, the Course, the Course site, Online Pedagogy, Online Technology and the online academic calendar.
- Complete the Faculty Training - required for all new Section Instructors (SI). Current Section Instructors (SI) repeat training annually.
- Work with 2U Faculty Support, Online Program Department during any platform, administrative issues that impact the online course.
- Complete the Fordham University training of course delivery systems such as Banner, TK20, etc.
- Maintain all necessary technology tools and specifications to teach the online course section (example Web Cam, Headset, computer with up-to-date software, etc.)
● Maintain consistent and reliable access to high-speed internet, professional, appropriate, distraction free virtual space for synchronous interactions.
● Provide and honor an interaction policy that supports continuous student feedback and attention to academic needs. Provide virtual office hours 1x per week where students can make appointments to speak with you.
● Provides the Course Lead (CL) access to at minimum (1) 30 min synchronous observation by week 3 of the section.
● Attends (4-5) check-ins with Course Lead (CL) each session: at prep, at launch, at mid and at the end, etc.
● Immediately report any student attendance issues to the program department. *(Notification prompted by (2) missed synchronous sessions either concurrent or non-concurrent as well as any limited asynchronous log-in activity)*

**Preparation:**
Become deeply familiar with the MSW program, sequencing, master syllabi, course objectives, course content, online course framework, assessments, technology updates, best practices in online pedagogy, updates to any school policy, technology prep and training. Be sure the course calendar is up-to-date, holidays/recess dates are communicated and there are no course conflicts.

Important Note: The fully online MSW 8-Week Session courses are continuous and do not follow the university recess break or holiday schedule. All Async and Sync coursework and live session dates continue and are not subject to the on-campus calendar or weather related closures. Students and Faculty are expected to attend all sessions.

Outside of major holidays, Section Instructors (SI) are expected to interact at minimum every other day of the 8 week session.

**Course Management:**
● Assume ownership of the course section:
  ○ Quality check the course content: recommend timely updates to the course site before the launch of the semester to the Course Lead (CL), including verify working links, cross check calendar, relevant resources and updated assets. Immediately communicate any needed changes to the Course Lead (CL).
  ○ Alert Course Lead (CL) of iterations/errors/revisions before launch and after each semester.
  ○ Provide a feedback loop to the Course Lead (CL) for any recommended revisions to both the asynchronous and synchronous sections of the course before and after delivery.

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Continually provide students information regarding important resources (APA webinars, writing support, library, events, etc …)

Delivery of the Section:

● During the orientation period for each section:
  ○ Become oriented to your responsibilities as a Section Instructor (SI). Attend an orientation to Fordham University, the MSW program and vision, student profile, plans of study, course sequencing and important GSS curricular information (such as grading timelines, curricular policies, etc)
  ○ Become oriented to the Master course syllabus, Master course site and the grading rubric
  ○ Discuss the selection of all texts and required readings in a timely manner with the Course Lead (CL)
  ○ Read the Best Practices for your Online MSW Course and Expectations for Online Teaching
  ○ Be acquainted with other Section Instructors (SI) of the course
  ○ Send a welcome email to students, introducing yourself and state course expectation.

● During the semester:
  ○ Continue to meet with your Course Lead (CL), discussing online teaching best practices and classroom management
  ○ Section Instructors, finalize with your Course Lead (CL) the date of your (1) 30 minute synchronous observation by week 3. Follow up with the feedback from that observation, including additional observations, updates, continued support as requested
  ○ Ensure the live synchronous session is engaging, uniform each week and accomplishes the course objectives across your section units
  ○ Periodically check-in with your students and Course Lead (CL) to ensure that you are providing continuous engagement within the LMS at least every other day
  ○ Be responsive and timely to student questions. Provide timely and frequent feedback with student postings, grades, and assignments
  ○ In order to support students, be sure to immediately convey any academic needs, referrals to academic advisors, your need for assistance with any student issues to the MSW Online Assistant Director and your Course Leads (CL)
  ○ Facilitates student support mechanisms through Office of Accessibility Resource Services

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○ Provide details and support to the Exam Proctoring schedule and process (Proctor Track, Proctor U)
○ Attend the scheduled course-level team instructor meetings and check in communications: identify and share best practices, ideas, questions, support and issues within your section
○ As the system of record, always maintain communication through the LMS and your Fordham email address
○ Keep detailed notes of student progress and issues. Provide such notes as needed to the Online Department, Senior Associate Dean and your Course Lead (CL)
○ Be available to support or to attend any Academic/Field Placement Admin Reviews (Academic issues, student conduct, plagiarism, etc) as requested by your Course Lead (CL)
○ As the Section Instructor (SI), you are expected to attend every live 90 minute synchronous session of your section. In the event of an emergency and you cannot attend a scheduled live session, immediately alert the Online Department who will work with you to find appropriate coverage. It is the Section Instructor’s (SI) responsibility to notify their students well before the scheduled time of their weekly session

● At semesters end:
○ Provide grades with 48 hours of the last official session date. Grades of IP must be communicated to the program department and your Course Lead (CL) to be correctly processed. Communicate immediately with the MSW Online Assistant Director regarding the process.
○ Conduct a feedback session with your Course Lead (CL). Provide your Course Lead (CL) with any notes on the section - including trends, resources, course site issues, student issues, navigation recommendations, your overall experience, etc

Section Instructor (SI) Meeting Schedule
Course Lead (CL) and Section Instructors (SI)
Required group/1:1 meetings and check-ins between Course Leads (CL) and Section Instructors (SI) are scheduled in advance. Additional individual meetings are set as needed.
Required scheduled meetings/check-ins include:
1. 4-6 weeks before (orientation, faculty training, review master course site)
2. 4-6 weeks before (OMSW Program Kick-Off Meeting)
3. Week 0: review updates to course master
4. Week 1: Initial check-in
5. Week 3: Observation
6. Week 4: Mid-point check-in (mid session progress)
7. Week 7: End-point check-in (student issues)
8. Week 8: Review / Refresh
Session 1 Training/Meeting Schedule

July 16  
Training Week 1

July 23  
Training Week 2

July 30  
Training Week 3

Aug 06  
Training Week 4

Aug 13  
Training Week 5

Aug 20  
Training Week 6

Aug 27  
Training Week 7

Sept 03  
Launch Week

Session Start Date  
- Sync  
- Async  
- Content  
- Admin

Session Continued  
- Sync  
- Async  
- Content  
- Admin

Training Continued  
- Sync  
- Async  
- Content  
- Admin

Training Continued  
- Systems Re-Test  
- Orientation  
- Kick-Off  
- Updates to Master

Session 1  
- Course Access (Student)  
- Program Meeting  
- Course Site  
- Initial Check-In

Session 1  
- Course Start Date  
- Initial Check-In  
- Course Site  
- Review/Refresh

Session 1  
- Course Ending Week  
- End-Point Check-In  
- Review/Refresh  
- Refresh

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Session 2 Training/Meeting Schedule

Session 2

Oct 29  Nov 5  Nov 12  Nov 19  Nov 26  Dec 3  Dec 10  Dec 17

S1 Week 1  S1 Week 2  S1 Week 3  S1 Week 4  S1 Week 5  S1 Week 6  S1 Week 7  S1 Week 8

Session 1 Course Start Date  Session 1  CL/SI Observation  Session 1  Session 1  Session 1  Session 1  Session 1  Session 1  Session 1  CL/SI Review/Refresh

CL/SI Initial Check-In  CL/SI Email Check-In  CL Program Meeting  CL/SI Mid-Point Check In Meeting  ACM/CL Observation Collection  ACM/CL Reporting/Review/Refresh

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