



IES ABROAD ONLINE COURSE GUIDELINES

I. CONTACT HOURS

IES Abroad Standards for Credit Calculation for Area Studies and Language Courses

- 15 academic contact hours = 1 credit
- For each 50-minute contact hour, students are expected to spend 2 hours in preparation
- Total academic contact hours per semester, 45 = 3 credits
- Total *time on task* for a 3-credit course = 135 hours
- Supervision of final exam does not constitute academic contact hours

As with in-person courses, students completing an online course will fulfill the 135 hours of *time on task* through a variety of instruction, assignments, activities, and assessments. The combination of and emphasis on these forms will vary between in-person and online courses. Some examples are provided below.

In-class methods of presentation	Online methods of presentation
Lectures	Videos created by Instructor, with links to relevant images, media, text
Small group work	Collaborative wikis or small-group assignments
Course-related trips & guest lectures	Virtual visits and Online labs and interviews
Class discussion	Asynchronous forum where the instructor expands upon the lecture, answers questions, and facilitates student interaction
Student presentations	Student presentations via BigBlueButton
Quizzes at the start of class	Moodle quizzes

II. ONLINE COURSE SYLLABI

All IES online course syllabi will adhere to the same guidelines as in-person courses, but the syllabi will be modified to reflect the online format of the course. These areas will be adjusted for existing in-person courses or included for new online courses:

- Methods of presentation. In addition to course-specific information, this statement will be added to all online syllabi: "This course includes a mandatory weekly synchronous discussion. Faculty will be available to interact and engage with students during the scheduled discussion period."
- Forms of assessment. Descriptions will indicate how each form of assessment will work in an online format. A new rubric for online participation will be included.
- The standard attendance policy will be removed.
- Students will be informed that they'll have access to a weekly structure for their course and that they must have completed all tasks by Sunday of every week. Recorded sessions will be made available for a limited period.
- Reference to course-related trips will be replaced with descriptions of virtual tours.
- A student expectations statement will be added indicating the amount of *time on task* that students are expected to commit each week in order to complete the course.
- Instructors will clarify their communication methods:
 - Announcements
 - Emails
 - Virtual discussion forums



- Virtual office hours
- Questions

III. FACULTY TRAINING

IES Abroad faculty have been trained on the use of BigBlueButton and Zoom for online delivery, as well as on various technologies that facilitate online quizzes, virtual visits, interactive activities, and online assessment. Best practices for effective online teaching and assessment have been shared by Chicago's ed tech team as well as across the IES Centers.

IV. SPECIAL ACADEMIC ACCOMMODATIONS

Students requesting special academic accommodations will follow the same process as with standard programs. To be considered for academic accommodation for a learning disability, a student must submit a request for accommodation to the IES Abroad Dean of Students Office no later than four weeks before the beginning of the term. The student must also provide documentation of the academic accommodations being provided at the student's home institution. IES Abroad provides accommodations within reason but may not be able to satisfy all requests depending on the specific requirements of the program.