Jumpstart to Successful Instruction-Bloom's Quick Sheets header in a blue text box

**Complete the true/false and multiple-choice questions below. Print out your completed T/F and MC answer sheet and submit it with your authentic assessment document to the designated individual.**

**True or False?**

❒ TRUE ❒ FALSE 1. As an instructor, the most essential quality you must possess is the

 ability to build relationships and communicate with others.

❒ TRUE ❒ FALSE 2. As an instructor, you should only rely on verbal cues from your

students to help you adjust your message to meet their needs.

❒ TRUE ❒ FALSE 3. When you don’t respond to students within the timeframe you said

 you would, students will become increasingly frustrated.

**Multiple Choice – Choose all that apply**

1. In order to be an effective instructor, you must be willing to:
2. reflect on the messages you receive from students and change or adapt your delivery.
3. improve how you communicate with your students.
4. adhere strictly to the established guidelines stated in your syllabus.

1. When students miss class or arrive late:
2. It’s easy to feel frustrated and take it personally as a demonstration of lack of respect.
3. Hold firm to your established course policies and procedures to be fair to all.
4. Be understanding but develop a solid plan with students to prevent deficiencies.
5. While developing a communication plan, you should:
6. Include your Department Chair’s contact information in case students have a grievance.
7. Explicitly state how students can expect you to communicate with them and how you want them to communicate with you.
8. Avoid stating a specific response time to inquiries from students.
9. Firmly establish your authority as the instructor and make it clear that you will not deviate from policy.

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| **Authentic Assessment** |

Create a communications plan document specific to your institution and your course. Be sure to include

to include the following:

1. Expected communication in class and outside of class
	1. How should students address you?
	2. Will you accept phone calls outside of normal business hours?
	3. Should students always email first?
2. Expected format for contacting students
	1. Will you send out course announcements?
	2. Will you only communicate via LMS course messaging?
	3. Will you rely on email?
	4. Will you hold standard walk-in office hours or should students make an appointment?
3. Soliciting answering general questions
	1. Will you have a course discussion board where students can post/answer questions as a class?
	2. Should they email you privately?
4. Response times
	1. How soon can students expect a response from you?
	2. How soon will you expect a response from students for a question you pose?
5. Student emergency absence notification
	1. Do you want students to contact you if they will be absent or more than fifteen minutes late?
	2. If so, what is the best method of notification?

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| **Rubric: Developing Consistent Communication** |
| **This assignment is worth 10 total points** |
|  | **Levels of Achievement** |
| **Criteria** | **Meets Expectations (100%)** | **Needs Improvement (O %)** |
| **T/F and Multiple Choice****6 points** | All questions answered correctly. | One or more questions answered incorrectly. |
| **Communication Inside and Outside of Class****1 Point** | Includes clear expectations for how students are to communicate with instructor inside and outside of class.To include: formal or informal address, method of preferred communication during class (including subject matter questions) and best method of communication in and outside of class. | Does not include clear expectations for communication inside and outside of class.  |
| **Preferred Format for Contacting Students****1 Point** | Clearly states format of communication students should expect from instructor, including format and media for official communication.  | Does not fully explain format or media for preferred method of communication from instructor to students.  |
| **Response Times****1 Point** | Clearly states time frame a student can expect a preferred format/media communication response from instructor and expectations of response times for student to respond to instructor communication.  | Does not state expected response times for format/media response for either the instructor to student or student to instructor. |
| **Absent/Late Emergency Notifications****1 Point** | Includes a clear procedure for notifying the instructor in case of emergency requiring a student will be absent or later than fifteen minutes to class.  | Does not include a clear procedure for a student to notify the instructor of an absence or late arrival.  |