

Rubric: Write an Expectations Message

Description:

An expectations message sets the tone for the work ahead, clarifies the time demands of the course, and explains the levels of participation of the students and the instructor. It begins to establish social and teaching presence by setting the roles of student and instructor. It should share and align with elements of the communication plan, the time management plan, and the welcome letter. It is not as detailed as the syllabus, but more informative than the welcome letter.

Alignment:

This rubric would provide guidance on the elements to include in an expectations message as well as permit learners to self-assess or to have others assess their performance. In addition, the tool could be used by an instructor to provide feedback on the adequacy of the expectations message.

Criterion	Exemplary	Effective	Baseline
Course goals	Course description, goals, expected learning outcomes, and means of assessment included (i.e. student will achieve mastery of X by demonstrating Y)	Course description, goals, and expected learning outcomes included	Course description and goals included
Levels of participation	Daily/weekly time demands of the course defined; frequency and contents of updates by instructor given; expected frequency of students' checking into course site; expectation that readings and assignments will be completed on time; frequency and content of posts by students described; statement of academic integrity included; expectation that students' work submitted will be their own and that cited or referenced work will be cited as such	Daily/weekly time demands of the course defined; frequency and contents of updates by instructor given; statement of academic integrity included	Daily/weekly time demands of the course outlined; statement of academic integrity included
Communication	Expectations defined for students and instructors; response times defined; regular schedule for instructor	Expectations defined for instructor and students	Expected instructor response times given

	communication given; methods of communication defined; frequency and content of posts defined		
Etiquette	Statement on being respectful in communications and postings included; consequences for disrespectful behavior outlined; grammatical and spelling preferences given; style for citations and references specified;	Statement on being respectful in communications and postings included; style for citations and references specified.	Statement on being respectful in communications and postings included.