

Utah Tech University

Policy 601a: In-Person Teaching Best Practices

The faculty at Utah Tech University strive to be the best instructors possible for our students. This addendum lists several best practices that we strive to achieve. These are meant to guide our continual improvement of teaching.

1. Course Overview and Introduction

- 1.1. Instructions make clear how to find various course components either in the approved learning management system (LMS) or in class.
- 1.2. Course and institutional policies with which the learner is expected to comply are clearly stated within the course, or a link to current policies is provided. This is often done within the syllabus for the course.
- 1.3. An environment for opportunities for learners to engage with one another and with the instructor is provided.

2. Learning Outcomes (Competencies)

- 2.1. The relationship between learning outcomes or competencies and learning activities is stated.

3. Assessment and Measurement

- 3.1. The assessments measure the achievement of the stated learning outcomes or competencies.
- 3.2. Specific and descriptive criteria are provided for the evaluation of learners' work, and their connection to the course grading policy is explained.
- 3.3. The assessments used are sequenced, varied, and suited to the level of the course.
- 3.4. The course provides learners with opportunities to track their learning progress with timely feedback.
- 3.5. Rubrics are used in the assessment of assignments.
- 3.6. Instructor provides timely and meaningful feedback on assignments.

4. Instructional Materials

- 4.1. The instructional materials contribute to the achievement of the stated learning outcomes or competencies.
- 4.2. The relationship between the use of instructional materials in the course and completing learning activities is explained.

4.3.The instructional materials represent up-to-date theory and practice in the discipline.

4.4.A variety of instructional materials is used in the course.

5. Learning Activities and Learner Interaction

5.1.The learning activities promote the achievement of the stated learning outcomes or competencies.

5.2.Learning activities provide opportunities for interaction that support active learning.

6. Course Technology

6.1.A variety of technology is used in the course.

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Policy Steward: Faculty Senate

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