

Co-Teaching Planning Grid

Use this document to outline expectations and guidance for your course’s instructional team. Instructional teams may include Teaching Assistants, Adjunct Instructors, Academic Coaches, or another support model used at your institution.

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Textbook & Required Instructional Materials

- Source #1: [Citation] [Link]
- Source #2: [Citation] [Link]
- Source #3: [Citation] [Link]

Communication Requirements

1. Members of the instructional team will communicate with students via:
 - LMS Announcements
 - LMS Private Messages
 - Q&A Discussion Board
 - Email to students, CC instructional team
 - Email to students, CC instructional team as needed
 - Cell phone, calls
 - Cell phone, calls & texts
2. Members of the instructional team will hold virtual office hours:
 - By appointment only
 - Weekly at a specified day/time
3. Responses to student emails/questions will be sent within: ___ hours/days
4. Assignments/assessments will be graded with rubrics and/or substantive feedback within: ___ hours/days
5. Issues with students will be escalated to primary instructor via email within: ___ hours/days

Program Level Agreements

The activities listed below are required by the program. All activities should be followed by each member of the instructional team to ensure a cohesive experience for students enrolled in a program.

Activity	Detail
Sample: Due dates are Sunday 23:59 CST.	<i>Sample: All weekly course assignments are due Sunday 23:59 of each week. This is also reflected in the course schedule area of the syllabus.</i>

Course Start Activities

Time Frame	Instructional Team Activities
2 Weeks Prior to Course Start	<i>Sample: Review course content and review all instructional team expectations (grading, communication, etc.). Escalate any questions to appropriate instructor.</i>
1 Week Prior to Course Start	<i>Sample: Participate in the pre-course conference call. Send welcome letter to students with bio and contact information.</i>
Course Start Date	<i>Sample: Check that course has been made available to students. Track LMS log-ins and follow-up individually with students who do not access the course.</i>

Module 1 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 2 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 3 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 4 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 5 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 6 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Module 7 Checklist

Module Objectives:

1. MO1:
2. MO2:
3. MO3:

Module Activities

A sample list is provided below. Modify and adjust to your course and preferences.

- Weekly Announcement has been sent to all learners.
- Check-ins have been completed with at-risk students via the preferred communication method.
- All content has been published/made available to students in the LMS.
- Due dates have been checked for accuracy.
- Rubrics have been made available for all assignments.
- Responses to student posts and queries on the discussion board are timely and substantive.
- Feedback to students is timely and individualized.
- All assessments and assignments have been graded.
- All assessment and assignment grades and feedback have been made available to the students.
- Students have been reminded of upcoming deadlines.

Student Notes and FAQs

Note where students may have misconceptions or need additional guidance to elevate their work or complete an assignment.

- *Sample: Students may begin to struggle in this module with crafting a unique and specific thesis statement. Your feedback on Assignment #1 should highlight this, provide solutions, and point students to the Lecture 1 for additional clarification.*
-

Additional Resources

Note some additional resources that you like to provide to students during this module. These may be supplemental materials or materials you would like your instructional team to provide within feedback.

Reference: Defining Levels of Instructional Team and Student Interaction

Level 1

In Level 1 interaction, most responsibilities are related to monitoring student interactions with the course and escalating appropriately.

The Instructional Team member may:

- Monitor e-mail w/responses
- Monitor and respond to student Q&A board
- Monitor graded discussion boards w/ no responses; escalate feedback where appropriate
- Document comments as needed
- Escalate student issues
- Monitor student participation and reach out proactively to non-responsive students
- Escalate tech support issues (does not solve them)
- Participate in weekly or regular meetings with other instructors

Level 2

In Level 2 interaction, the instructional team member is responsible for some grading and course facilitation.

In addition to Level 1 activities, the instructional team member may:

- Grade course content/ interact substantively with students
- Actively facilitate learning within module discussions
- Lead as a discipline expert fostering a continuous learning community
- Grade non-automated assessments (discussion, assignment)
- Provide grading feedback to students as guided by rest of instructor group
- Grade and provide feedback within agreed-upon timeframe and parameters
- Participate in inter-rater reliability with other instructors

Level 3

In Level 3 interaction, the instructional team member is responsible for most grading and course facilitation.

In addition to Level 1 and 2 activities, the instructional team member may:

- Mentor students
- Provide instructor guidance and support in conjunction with other instructors
- Mentor other instructional team members within the course (lead co-teacher role)
- Report and liaise with other instructors