**Instructional Staff Expectations**

**Whiting Pre-College Programs – Online Courses**

**Be Present:**

* For the safety of our students and staff, there must be at least two teaching staff in virtual meeting at all times, except for emergencies. No one-on-one meetings with students (in-person or online).
* Instructors and teaching fellows must be present with the students during all class hours, study sessions, and required events. Child safety best practices suggest that two adults must be available to students.
* Notify the Whiting School of Engineering’s Office of Pre-Collegiate Programs (WSE Office of Pre-Collegiate Programs) in advance if you are sick or have an unavoidable conflict.

**Work with Your Teaching Team:**

* Meet with all members of your teaching team (instructor, teaching fellow (if there is one), and teaching assistant (if there is one)) before the course begins to document roles and responsibilities. Share this document with the WSE Office of Pre-Collegiate Programs at ei@jhu.edu.
* Graded items should be returned to students and their grades posted to Canvas promptly, no later than two calendar days from submission.

**Keep the WSE Office of Pre-Collegiate Programs Informed:**

* Notify the WSE-Office of Pre-Collegiate Programs Immediately:
  + If a student appears to be in crisis or if you have immediate concerns about a student. Also alert the Case Manager in the WSE Student Affairs office.
* Notify the WSE Office of Pre-Collegiate Programs within 24 hours:
  + If a student fails to turn in a lab report, homework, or other assignment by the posted due date (unless arrangements were made ahead of time).
  + If a student is struggling socially or academically.
  + Report theft, sexual harassment/assault, or other crimes involving EEI students to the WSE-Office of Pre-Collegiate Programs. This is necessary for JHU to comply with the [Clery Act](https://apply.jhu.edu/clery-notice-of-availability/#:~:text=In%20keeping%20with%20the%20mandates,owned%20or%20controlled%20by%20the), even for actions that occur on other campuses.
* Encourage parents and guardians to communicate through the office. If teaching staff is contacted by a parent/guardian/non-student family member, please redirect by forwarding the message to [ei@jhu.edu](mailto:ei@jhu.edu).
* Report any conflicts or lack of support from your teaching partner(s) to WSE-Office of Pre-Collegiate Programs.

**Care for Your Students:**

* Learn students’ names and use them frequently. Use preferred pronouns and preferred names.
* Communicate with students via JHU platforms only.
* Encourage students to find answers themselves and make mistakes for growth.
* Use appropriate (PG) language and clothing.

**Additional Points:**

* Employment is contingent upon the results of a criminal background check which may include fingerprinting conducted by JHU as well as a search of the National Sex Offender Database.
* Follow the [Academic Ethics Policy](https://studentaffairs.jhu.edu/policies-guidelines/undergrad-ethics/) and the [Safety of Children in University Programs Policy](https://policies.jhu.edu/doc/fetch.cfm/PSAvqXfe).