Tompkins Cortland Community College Online Course Development
[Campus Technology](#)
Precepts and Guidelines

1. Instructors should begin the online course development process no later than the start of the semester prior to the semester in which the new course will be offered. The first step in the process is to notify the Office of the Provost so that the course can be placed on the master schedule.

2. Instructors should submit the online course syllabus to the Office of the Provost prior to the start of the semester in which the course will be offered.

3. Instructors should notify [Technology Support](#) about the technologies that will be used in the course so that support and training can be provided if needed.

4. Instructors should be familiar with basic literature regarding online courses and online course delivery prior to the course development process.

5. During an online course, instructors are expected to engage with students at least per week every week of the semester, and are expected to respond to students within 24 hours.

6. Instructors must include the necessary course and contact information when developing online courses. Contact Technology Support for information on course format and documentation.

7. Instructional design support is available for all instructors. An instructional designer will initially help you plan and design your course in the LMS. Ongoing support is provided throughout the semester.

8. All online courses must be reviewed and approved by the Coordinator of Learning Technology Services before they are made available to students.

Campus Technology

Campus Technology provides reliable, secure, and energy efficient technology services in support of the learning, instruction, student success, and administrative needs of the College. Campus Technology explores and develops emerging technologies to provide students and staff with innovative well-designed technology services. Campus Technology strives to provide both reliable technology and excellent customer service.