UM Intercampus Course Sharing
Course Offering Checklist

Steps for ensuring the successful delivery of an intercampus course each and every semester!

BEFORE YOU BEGIN

- When reviewing the steps below, if you see a star "⭐", please take an extra moment to understand the instructions. These instructions are particular important in successfully delivering a shared course. If you have questions please email: ams37h@umsystem.edu.

PRIOR TO OFFERING THE COURSE FOR A GIVEN TERM

☐ **BOTH CAMPUSES – Ask your dept. scheduler or Registrar's Office to:**
- List the courses in their respective schedule of classes
- Assign the proper course attributes to the schedule of classes (**UMSCP** for the primary [i.e. teaching] campus **UMSCS** for the secondary campus)
  - ⭐ **IMPORTANT:** Courses without the proper course attributes assigned <u>each semester</u> will not make the proper connections needed for students on the secondary campus(es) to access the course materials on the primary campus.
- Assist you in scheduling any special classroom needs
  - (E.g. Do you need a classroom on any campus for exams?)
  - (E.g. Do you need classrooms with equipment to transmit to and from campuses?)

AT LEAST SIX MONTHS PRIOR TO THE BEGINNING OF CLASSES

☐ **PRIMARY CAMUS - Coordinate with Secondary Campus faculty partner to discuss:**
- Technology requirements for the campuses and the students
- Placing a textbook order on the secondary campus, if needed

☐ **BOTH CAMPUSES - Contact your campus librarian to ensure:**
- Access to required library materials is available at both locations
  - *Tip: ask for an updated list of system-wide subscriptions from your campus librarian*
  - Remember to review copyright guidelines applicable to course content (e.g. videos, readings, etc.)
  - ⭐ **IMPORTANT:** Not all subscriptions are universally available. Students from the secondary campus(s) will not have access to the course materials via the primary campus LMS if the materials in question are from a library subscription that the secondary campus does not subscribe to.

☐ **BOTH CAMPUSES - Advertise the course by:**
- Using your campus' standard advertising methods
  - (E.g. email to Advisors' Forum list serve, visiting classrooms and seminars, etc.)
- Create and distribute flyers. For your convenience, generic flyers are available by term.
  - Spring: https://www.umsystem.edu/media/aa/generic_flyer_Spring1.pdf
  - Summer: https://www.umsystem.edu/media/aa/generic_flyer_Summer1.pdf
  - Fall: https://www.umsystem.edu/media/aa/generic_flyer_Fall1.pdf
  - ⭐ **IMPORTANT:** Because students for the shared component of the course are located on the secondary campus, successful enrollment of the shared component will depend on the willingness of the secondary campus faculty collaborator to advertise. The instructor on the primary campus will need to advertise to students from the primary campus just as with any other class.

AT LEAST TWO WEEKS PRIOR TO THE BEGINNING OF CLASSES

☐ PRIMARY CAMPUS - **Coordinate with Secondary Campus faculty partner to ensure:**
- The technology for the delivery of the courses is working properly on both campuses
- The course management flow is understood and working properly (add, drop, TAs, co-instructors)
- An email is sent to the students with information about the course (e.g. required technology, required synchronous sessions, exam times and locations, etc.)
- Students on the secondary campus understand how to access the course materials
    - ⭐ **IMPORTANT:** regardless of the students home campus, a properly enrolled student should be able to log into the primary campus LMS to access the course materials.
- Each faculty member/ campus contact knows role and responsibilities (e.g. who reports and enters grades, who will proctor exams, etc.)

END OF THE SEMESTER

☐ PRIMARY CAMPUS - **Coordinate with Secondary Campus faculty partner to ensure:**
- Secure transmittal of grades
    - o The primary campus instructor should exchange grades with the secondary campus instructor via the phone

FAQs

- Can I email grades?
    - o At this time, the only secure method of record transmittal between faculty members is via telephone. Email is not considered a secure method.

- As primary campus instructor, how do I get course evaluations from students on the secondary campus?
    - o Currently the University of Missouri does not share a common electronic evaluation among the four campuses. Therefore, students on the secondary campus will not receive a course evaluation notification from you. If you need the enrollment needs numbers satisfy the minimum workload policy then you may email ams37h@umsystem.edu for a verification letter secondary campus enrollment.

- As primary campus instructor, will the students appear from the secondary campus appear in my instructional workload?
    - o Currently the University of Missouri does not share a common student system among the four campuses. Therefore, students on the secondary campus will not appear as a part of the instructional workload for the primary campus instructor. However, if needed for purposes of evaluation, the primary instructor may request a letter of enrollment verification from ams37h@umsystem.edu.

For all other questions email: **ams37h@umsystem.edu**