Teaching Online at Pepperdine Graziadio Business School

An Introduction

Pepperdine Graziadio Business School is a private, religiously-affiliated, AACSB accredited business school that is consistently ranked among the top business schools in California. We take pride in our 50-year history of providing value-based and application focused business education to graduate students seeking to improve their lives and careers.

Online Programs at PGBS

There are currently five [online programs](#) at Pepperdine Graziadio…
- MBA
- MS Human Resources
- MS Business Analytics
- MS Management & Leadership
- BS in Management

All of these programs are delivered via weekly asynchronous video content in Canvas, and weekly 90-minute live sessions with instructors over a video platform (currently Zoom) for seven to 15 weeks (2 or 4 units respectively). *NOTE: BSM live sessions are only 60-minutes and contained in the Sakai/Courses LMS.*

Teaching Online at PGBS

Online programs at PGBS are taught by two distinct faculty roles: the lead instructor, and support instructors.

Lead Instructor Expectations

Every online course will have a Faculty Course Lead. The Course Lead is often the one who developed the course including the asynchronous content and the format for weekly live sessions. Course leads are responsible for the following:
- **Critical Content Updates**: Email facultysupport@2u.com with content issues needing immediate attention (e.g. typo in Asynchronous content).
- **Continuous Improvement through the Course Iteration Process**: Provide updates to course content during iteration period. 2U's Course Iteration Manager will reach out directly to the Course Lead each term as part of the iteration process.

- **Course Content Handoff**: Conduct an initial orientation with new Section Professors to explain the course material and structure, grading policies, and common student areas of struggle.

- **Oversight and Communication**: Check in with Section Professors weekly during term to review live session plans, troubleshoot issues, and ensure course delivery is a consistent high quality across sections.

- **Post-Course Debrief**: Peruse student feedback looking for recurring challenges with asynchronous and synchronous material.

Section Professor Expectations

The Section Professor directly interacts with students and is the assigned "teacher" for a section. She is responsible for the following:
- Section Professors must ***support and align with Pepperdine's vision and values***.At the core of this is a commitment to honoring students as the heart of the academic enterprise.
- Support instructors must ***complete both a PGBS New Faculty Orientation (30-60-minutes), and online training from 2U*** that covers the specific tools used for the class.
- Support instructors should be ***familiar with the content of the asynchronous video instruction*** so they can answer questions during the live sessions.
- Lead 7 ***live synchronous online sessions*** for a 2 unit course, ***14 for 4-unit course*** (90 minutes each) via Zoom conference tool.

  - *Note: Professors will lead an interactive discussion about the week's asynchronous content and moderate group break-out sessions, quizzes, and other interactive tools and methods to assess and facilitate student learning and comprehension. The Lead Instructor will provide weekly guidance.*

  - *Bonus: Professors may lead the synchronous session from anywhere the appropriate technology is available (home, office, other suitable locations).*

  - *Tech Requirement: Professors must have a webcam, clear audio input, adequate lighting, and a reliable internet connection.*

    - *A built-in webcam/microphone is usually acceptable.*

    - *A physical Ethernet connection is strongly recommended.*

- ***Take attendance***. This feature is detailed in the training and 2U's tech team can remind you of how to use the functionality. Record each live weekly session so students can review the session at a later time (also detailed in 2U's training).

- ***Be electronically available for office hours*** and/or review sessions outside of class, as needed.

- - *Recommendation: Students appreciate reliable communication and clear expectations. You may consider setting specific "office hours" where students can schedule Zoom calls with you, or use Google Meet.*

    - *Recommendation: Set students expectations proactively. Should they expect an email response within 24-hours during the week? Is it OK to "ping" you on an Instant Messaging platform, or do you prefer email? What phone # should they use if they need to contact you?*

- ***Adding/rescheduling live sessions:*** Live sessions are scheduled by the Program Office and should be maintained as scheduled. Courses should not be designed with additional live sessions. *Rescheduling or adding new live sessions is occasionally necessary, but must be reviewed and approved by the Course Lead and Online Program Chair on a case-by-case basis.*

New Faculty Training

PGBS provides multiple on-boarding opportunities for new instructors.
- **PGBS New Faculty Orientation**: Offered 2-3 times per year, this 90-minute online orientation introduces new faculty to key personnel at PGBS including the Online Programs Chair, Program Office, Academic Affairs, and Faculty Success. The goal of this orientation is to ensure all faculty understand the vision, values, culture, and support resources provided by PGBS.
- **2U Faculty Engagement & Development Training**: 2U is our online program manager and is responsible to the underlying technology that runs our programs. A comprehensive [new faculty on-boarding](#) is available to review the technologies and process at 2U. This on-boarding requires 2-3 hours to complete, but is essential prior to your first class at PGBS. You may use this [onboarding checklist](#) to track your progress through the 2U training.

Exams

There will be an exam period at the end of each term. The exam window includes a weekend.

The exam period for 2-credit courses immediately follows the final (7th) week of instruction.

4 credit courses run on a 15 week term with 14 weeks of instruction. Exams windows are always the weekend of the 15th week. If faculty choose to hold a live session during the 15th week of the term to make up for a holiday, the exam period will immediately follow the final week of instruction.

To protect exam integrity, if multiple sections of a course are offered and/or if new versions of exams will not be created for subsequent terms, faculty should not allow students to view any exam questions or correct answers after graded quizzes and exams are closed.

PGBS faculty are expected to provide feedback on quizzes and exams. Best practice is to provide some feedback mechanism for students who want to review their exams. Possible strategies include, but are not limited to:

- Holding "exam review" sessions to review common performance issues.
- Including a short review session in the next live session.
- Offering 1:1 or small group meetings to review quiz and exam performance.

Grades

Faculty are responsible for submitting grades on time so as not to delay academic review and counseling process. Faculty will receive detailed grading instructions approximately two weeks prior to grades being due.

Note: Official final grades must be input into WaveNet, *not* in Digital Campus Gradebook.

Grades Due
- Session A (includes BSCI 650 workshop) grades are due Thursday of Week 8 by 11:59 PM
- All other grades are due on Sunday at the end of the term of Week 16 by 11:59 PM

Faculty Compensation

The teaching compensation schedule is below fully specified in the PGBS Online Programs Term Sheet. All online faculty should have received and digitally signed the term sheet.

Payroll (Kronos)

Kronos is Pepperdine University's online timekeeping system managed by the Pepperdine Payroll Department. It is a Web-based time and attendance system that helps ensure accurate recording of employee time worked. Kronos provides electronic timecards and links with the Payroll Department to help ensure an accurate and dependable system.

Your teaching contract will be sent to you via email. Please refer to this contract for the specific teaching hours for each course.   If you have any questions about your contract, please contact courtney.scott@pepperdine.edu.

To learn more about how to: a) navigate your timecard, b) enter time and pay codes, and c) approve your timecard, please review the short training videos listed on the Payroll Department's website.

You will receive a reminder email from the Payroll Department every other week. Bi-weekly time cards must be approved the Sunday before the current pay period. If you have you any questions, please contact doris.jones@pepperdine.edu or 310-568-5553.

Textbook Orders and Desk Copies

Prior to the start of the term, faculty are asked to submit a book order through the West Los Angeles (WLA) Follet Bookstore. To learn more about placing your book order, please review our website. NOTE: All online book orders should go through the WLA Bookstore.

Student Support Resources

We provide a wide variety of services to support our students in online programs. If you have any concerns about a students health, or academic performance please reach out to Thomas Wesley. Additional information on student support resources can be found here.

By signing below you agree with the responsibilities and policies reviewed above.

_____   _____

Instructor signature   Date