Dear Colleagues:

Thanks for being willing to complete the following survey. Please send it to any of us at the Department of Communication, NF 230.

If you are willing to help us further (by completing the log or letting us distribute surveys or a URL to your students), indicate that below and send it, detached from the survey, to us as well.

Again, thanks for your help.

Sincerely,

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[ ] I am willing to complete a log of my teaching time for one course.

[ ] I am willing to have surveys (or a URL for online courses) distributed to my students.

Instructor Name: _______________________

Department: ___________________________

Campus phone: _________________________
Course Name and Number ________________________________

Number of students: ____________

What requirements does this course meet (mark all that apply):
◊ General education
◊ Major requirement
◊ Minor requirement
◊ Other
◊ Does not meet requirement (elective)

Teaching methodologies (mark all that apply):
◊ Lecture
◊ Whole Class Discussion
◊ Small Group work
◊ Projects
◊ Service Learning Projects
◊ Individual assignments (papers, webpages, exercises)
◊ Quizzes/tests
◊ Other ________________________________

Teaching delivery methods (mark all that apply)
◊ Online delivery (via the web/webct)
◊ Traditional delivery (classroom)
◊ Independent study delivery
◊ Correspondence
◊ Video delivery

How many hours do you believe you put into preparing this course for the current semester (before the semester began)?
◊ 0-10
◊ 10-20
◊ 20-30
◊ 30-40
◊ 40-50
◊ over 50 hours

How many times have you taught this specific course (including the current semester)?
_______________________________
Course Name and Number ___________________________

In determining how to allocate your time (what to accomplish first when you have multiple tasks to accomplish), rate the priority of each of the following types of tasks on the following scale for this particular course:

1  Very low priority (I will get to it when I have time)
2  Low priority (I will try to get to it this week)
3  Moderate priority (I will get to it this week)
4  High priority (I will try to get to it today)
5  Highest priority (I will do this today)
6  Not applicable to this course

Teacher-Individual Student Interaction
   ______ Reading/answering students’ email
   ______ Returning student phone calls
   ______ Being available for meetings with students during office hours
   ______ Being available for meetings with students outside of office hours

Teacher-Small Group Interaction
   ______ Interacting with live small groups (in or out of the classroom)
   ______ Checking on/posting group discussion forums (other than grading)

Teacher-Class Interaction
   ______ Preparing assessments (quizzes, tests etc.)
   ______ Creating lectures/class discussions/class forums
   ______ Delivering lectures, participating in class discussions/class forums
   ______ Creating/posting announcements, homepage updates, and/or mass emails
   ______ Preparing/posting assignments/handouts/webpages

Grading and Feedback
   ______ Grading individual student papers, assignments etc.
   ______ Grading group assignments
   ______ Getting students feedback on assignments in a timely manner
   ______ Offering specific feedback on assignments to students (as opposed to just a grade)

Course maintenance
   ______ Course management (checking rosters to be see if there have been add/drops, preparing course evaluations, creating groups, updating (not creating) webpages etc.)

Technology issues
   ______ Taking care of technology issues your students have (questions, problems)
Taking care of technology issues you have (problems with WebCT, email, webpages, projectors, etc.)

Rate how important each of the following activities that you perform is to your students’ learning in this specific course:

1. Not very important to their learning
2. Somewhat important to their learning
3. Could be important to some students’ learning
4. Important to their learning
5. Very important to their learning (probably would not understand the content without this)
6. Not applicable to this course

**Teacher-Individual Student Interaction**
- Reading/answering students’ email
- Returning student phone calls
- Being available for meetings with students during office hours
- Being available for meetings with students outside of office hours

**Teacher-Small Group Interaction**
- Interacting with live small groups (in or out of the classroom)
- Checking on/posting group discussion forums (other than grading)

**Teacher-Class Interaction**
- Preparing assessments (quizzes, tests etc.)
- Creating lectures/class discussions/class forums
- Delivering lectures, participating in class discussions/class forums
- Creating/posting announcements, homepage updates, and/or mass emails
- Preparing/posting assignments/handouts/webpages

**Grading and Feedback**
- Grading individual student papers, assignments etc.
- Grading group assignments
- Getting students feedback on assignments in a timely manner
- Offering specific feedback on assignments to students (as opposed to just a grade)

**Course maintenance**
- Course management (checking rosters to be see if there have been add/drops, preparing course evaluations, creating groups, updating (not creating) webpages etc.)

**Technology issues**
- Taking care of technology issues your students have (questions, problems)
- Taking care of technology issues you have (problems with WebCT, email, webpages, projectors, etc.)
Are there other important activities that you perform that we have not listed here? If so, please list them below and rate both their priority (in terms of how important it is to you to accomplish this task) and the importance you feel this activity has for student learning given the above scales.

One last question. In your opinion, which one of the following statements is the most accurate?

_______ Traditional classroom teaching takes much more time (including all teaching related activities) than online teaching.

_______ Traditional classroom teaching takes somewhat more time (including all teaching related activities) than online teaching.

_______ Traditional classroom teaching takes about the same amount of time (including all teaching related activities) than online teaching.

_______ Traditional classroom teaching takes somewhat less time (including all teaching related activities) than online teaching.

_______ Traditional classroom teaching takes much less time (including all teaching related activities) than online teaching.

Instructor Information:

_____ Male       _____ Female

How long have you been teaching at the university level? _________ years

How many sections, if any, of online courses have you taught? _________

Age - if you don’t mind (:  

_____ 25-35  _____ 36-45  _____ 46-55  _____ 56-65  _____ over 65