

The following information is provided as a quick reference guide for the Center for Faculty Excellence (CFE) facilitator best practices. For additional information please contact [cfe@chamberlain.edu](mailto:cfe@chamberlain.edu)

Exemplifies Chamberlain Care	
Chamberlain Care	<ul style="list-style-type: none"> <li>Respond to student emails and questions within 24-48 hours</li> <li>Collaborate appropriately with CFE to provide extensions and waivers for assignments as requested by students.</li> <li>Model caring in all communication with students and colleagues.</li> </ul>
Introduction Posts	<ul style="list-style-type: none"> <li>Post a personal individualized introduction to students in the introductory discussions in addition to the bio in the syllabus.</li> <li>Respond to <b>each</b> student's introduction post with an individualized comment throughout week.</li> </ul>

Level of Interaction	
Discussion Participation Requirements	<ul style="list-style-type: none"> <li>Substantive posting <ul style="list-style-type: none"> <li>Address the student by name.</li> <li>Ask a variety of Socratic-style questioning to encourage deeper learning.</li> <li>Ensure responses are individualized and varied.</li> <li>Provide substantive posts that acknowledge student's post, adds to the content, and promotes further dialogue.</li> </ul> </li> <li>Four (4) days of activity, at least every other day</li> <li>Discussion closes on Sunday at 11:59 MT</li> </ul>
Q&A Posts	<ul style="list-style-type: none"> <li>Respond to Q&amp;A posts within 48 hours.</li> </ul>

Grading Responsibilities	
Discussion and Assignment Grades	<ul style="list-style-type: none"> <li>Post grades no later than Sunday 11:59 p.m. MT after the assignment due date.</li> <li>Discussions should be marked as complete or incomplete <ul style="list-style-type: none"> <li>Participants must post a minimum of three responses, including their initial response, to be considered complete.</li> </ul> </li> <li>Assignments should be marked as complete or incomplete</li> <li>Acquire approval from CFE for late submissions of discussions or assignments under emergent situations.</li> </ul>

Course Completion/ Final Grades	
Final Grades	<ul style="list-style-type: none"> <li>Ensure all assignments and discussions are marked as complete/incomplete on the Grades tab.</li> </ul>

Center for Faculty Excellence	
Communication with Center for Faculty Excellence	<ul style="list-style-type: none"> <li>Respond to CFE within 24 hours.</li> <li>Admin withdrawal policy – TBD <ul style="list-style-type: none"> <li>At the end of Week Two, review <b>Last Activity</b> column on the People tab. If a participant has not been active for first fourteen (14) days, submit their name(s) to <a href="mailto:cfe@chamberlain.edu">cfe@chamberlain.edu</a> for immediate withdrawal.</li> </ul> </li> </ul>