

**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**

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**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