

Naila Nizar

Naila created her course outline with enough detail to ensure her students were fully aware of her expectations. Naila sees the course outline as her contract with her students. By being precise in stating the expectations, responsibility for knowing what is required is shifted to the student, and their requirement to know the course outline. Naila finds that this clarity makes it easier to enforce the rules because those rules are clear and unambiguous.

Rather than reviewing the course outline by standing in front of the class and reading it out, Naila wanted something that was more interactive, faster, and a bit more fun for her students. She asks the students to pair up, and complete a paper quiz on the contents of the course outline.

Naila's approach with the quiz accomplishes four things. Not only does it provide the students with a solid exposure to the course expectations, it also acts as a friendly icebreaker. In addition, it gives those students whose English is weaker, a bit more time to review the expectations, and enables those students who are more comfortable with paper-based quizzes, an opportunity to familiarize themselves with the quiz process, before moving online.

Because working on the computer is a separate skill, Naila then presents the same quiz (based on the course outline) in an online format. The students have an opportunity to complete the quiz as many times as they want to achieve 100%. Students are given two weeks to do the online quiz and they must achieve a score of 100% to move on to future quizzes. Again, the online quiz is used to reinforce the expectations, while developing her students' course-related skills.

Naila uses this quiz score, as well as the whole process, if it is necessary to demonstrate that the student was aware of the expectations when a violation occurs.