

Global Network Courses Guidelines and Best Practices

Global Network Courses (also known as Small/Select Network Online Courses or SNOCs) play a unique role in the Global Network in that they bring students from all schools together in a virtual classroom. The main benefits that we see in the courses are that:

- 1) They increase the elective offerings to all of our students, giving them opportunities to learn from experts from other universities without leaving their home universities, and
- 2) They give students opportunities to hone virtual teamwork and collaboration skills, skills which are of great value to many of our students' potential employers.

Guidelines for faculty and schools:

Course selection

SNOCs are taught in an area of specific expertise as an elective course. Ideal topics are ones for which perspectives from diverse geographic regions will enhance the experience for everyone in the course. There will be individual assignments in SNOCs, but SNOCs should also include a teamwork component in which students from different schools work together to produce a final product in the form of a presentation or report. Class participation and group work should be considered in the final evaluation of students.

Course syllabus

Please include the following in your syllabus:

- 1) a detailed schedule and plan for the course,
- 2) a list of readings, cases and/or exercises for the course, which may be included in the schedule,
- 3) descriptions of student deliverables, the more detail the better, and
- 4) an explanation of how students will be assessed and get feedback, with rubrics, if possible, particularly for anything that is worth more than 20% of a student grade.

Required readings

Depending on the course, reading material may be available within the course platform, online or in students' home school libraries at no cost, but for some courses students may be asked to purchase a book, case studies or a simulation package, for example.

Scheduling a SNOC

SNOCs are typically offered in the first half (January – end of April) or second half (September – mid-December) of the year. This schedule tends to work well with most schools' schedules. In choosing the time of day for the course, keep in mind the various time zones. It's difficult to avoid teaching a class at a time that is not in the middle of the night somewhere, but the more time zones you can

accommodate, the more students you will attract. Typical SNOCs include approximately 35 hours of class time for full term courses, and approximately 17.5 hours for half-term courses. Individual class sessions, between 1.5 and 2 hours, with 2 meetings per week is ideal. Some courses integrate group meeting time into the class sessions.

Student selection

When students apply for SNOCs, they submit a CV and a brief statement of interest. Individual faculty decide how many and which students they can accept. The typical class size is 20 – 50, and in choosing students for a class, in addition to a student's motivation for taking the course, faculty are interested in having students with diverse experiences and from several universities in the class.

Grading

Final grades should be sent to students' schools within 4 weeks of the last class meeting.

Individual course expectations, including grading methodology, will be described in the course syllabus or supplementary materials that will be made available to students who apply to the course. During the course the faculty or teaching assistant will communicate grades directly to the students.

At the end of the course, faculty or the course administrator, sends all grades to the appropriate representative at the student's home institution. It is the responsibility of the student and the student's home institution to keep track of the grade after that.

Our institutions have a variety of grading scales, so please include an explanation of your grading scale with the grades sent to the administrator. It is also helpful to include class rank or grade distribution information. Some faculty have sent the grade in three formats, which is very helpful, because even on seemingly objective scales, like the 1-100 point system, some faculty tend to give several grades in the 90s, while for others an 85 could be the highest grade in the class.

An example of 3 grades

- 95/100 (scale is 1 to 100, 65 and above is a pass) – based on a numeric scale
- Very good (scale is Excellent, Very good, Good, Pass, Fail)
- Rank or grade distribution information (e.g. 2 or top 10%)

If a student needs a grade within a week of a course ending, the student should communicate this as early as possible to the course administrator or faculty to ensure that the grading happens in time for an individual deadline.

The course administrator also sends a Certificate of Completion to students who have passed the course.

Course evaluations

Students will be asked to submit a course evaluation before grades are submitted. The GNAM team

will provide a link to the course evaluation survey. Please let them know in advance if you prefer to send the links to the students yourself. In order to maximize participation, some professors allow time during the last class to complete the survey. Because the survey is anonymous, it is not possible to send out reminder messages to only the students who have not yet completed the survey. Also, if you prefer to use your own evaluation form, please inform the GNAM team in advance.

Credits

SNOG courses are taken for credit. Faculty may grant permission to audit. Students interested in auditing a course, should submit a regular application and answer that they will not take it for credit. They may explain their reasons for choosing to audit the course within the application in answer to the question about their interest in the course.

Course administration (how it differs from a face-to-face course)

In addition to a faculty member leading the SNOG, a course administrator is needed to manage the course applications and roster, and all the students virtually. The course administrator connects with students prior to the first class to ensure that all of them have successfully accessed the course platform, which will be a Learning Management System (LMS), such as Canvas or Blackboard, and possibly a video conference platform, such as Zoom as well. During the course, it can be helpful to have a course administrator or TA monitor classroom discussions and chats while the professor teaches.

The course administrator is responsible for distributing grades to administrators at other schools within two weeks of the last class or last assignment deadline. Grades may also be sent to the GNAM team at Yale for distribution.

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Guidelines for students:

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How to apply for a SNOC

Students interested in a SNOC submit a CV and a brief statement of interest in the course through the course application link. Faculty will determine class size and which students will be accepted to the course.

Technical requirements for students

Students are responsible for having the appropriate equipment (generally headphones, webcam and desktop, laptop or tablet) needed to participate in an online course and for testing the equipment before starting the course. The course TA will invite students to test their equipment a few days prior to the start of the course.

Attendance

Course faculty will describe their policy regarding excused or unexcused absences during a course. Students are responsible for reading the syllabus carefully, being aware that the holiday schedule of the faculty teaching the course may not be aligned with the holiday schedule at their own institution. It is the responsibility of students to communicate concerns about particular days to the professor or teaching assistant.

Good citizenship in a SNOC

Students are expected to show their classmates the same respect they would show in person. It is important to prepare for class, participate in class discussions and contribute to group projects.

At times working in a virtual classroom across cultural, language and geographic boundaries will be challenging, but with the right attitude the experience will also be rewarding.

Honor codes

Students enrolled in SNOCs must adhere to the honor codes of their home schools and of their host institutions. Support your group members in group projects by maintaining high standards of academic integrity and avoiding [plagiarism](#) in work that you present as an individual or as a team member. Please bear in mind that academic dishonesty detracts from the experience of everyone and reflects poorly on your personal reputation as well as that of your institution. Any instances of suspected honor code violations will be reported to the offending student's home institution, and a student found to have committed an honor code violation will be removed from the course and will receive no credit.

Additional consequences will be determined by the student's home institution.

Required readings

Depending on the course, reading material may be available within the course platform, online or in students' home school libraries at no cost, but for some courses students may be asked to purchase a book, case studies or a simulation package, for example.

Final grades

Final grades will be sent to your home school administrator within 3 weeks of the final class or assignment deadline.