

Job Description

Section Instructor/ Faculty

The Simmons School of Nursing and Health Sciences (SNHS) is an innovator in health care education with nationally recognized faculty members and alumni who are leaders in their fields. The department is seeking creative, energetic and seasoned faculty members to fill roles in their graduate online program. The successful candidate will join a vibrant faculty delivering an online program that uses a robust set of online course delivery tools to supports high-level student engagement through synchronous and asynchronous sessions.

The Section Instructor is the faculty member responsible for the success of students taking an online course under their supervision, according to prescribed program objectives and master course syllabi. Each online Section Instructor must be highly knowledgeable about the subject matter for the specific course that they are assigned to teach, maintain expertise in the subject area, and support student success. A Section Instructor is required to work with the faculty course lead throughout their teaching experience.

Simmons College is interested in developing long-term relationships with adjunct faculty who have high professional standards, excellent communication skills, enthusiasm and a commitment to providing the finest practitioner-focused education. We are seeking Industry Professionals to share their knowledge and experience with graduate students in nursing.

Section Instructors report to the Director of the Nursing@Simmons Program.

About Nursing@Simmons

The Simmons School of Nursing and Health Sciences (SNHS) has expanded our campus-based MSN FNP program to include an innovative and dynamic online modality with continued dedication to our mission and high quality education. This program is called Nursing@Simmons.

Nursing@Simmons features a small student-to-faculty ratio with live synchronous instruction providing professor and student interaction through video- conferencing, complimented by high-quality, asynchronous self-paced online content. Included in the program, each student participates in a comprehensive field placement clinical program in or near their own community. Students learn from expert faculty who practice what they teach and gain hands-on experience through clinical placements near their own community. *Note: finding clinical placements for students are not part of faculty responsibilities.*

Courses meet weekly and/or as scheduled. The face-to-face interactions are blended with technology for an enhanced learning environment. This dynamic program is delivered in a state of art robust and

user-friendly learning management system featuring Web 2.0 technology (including interactive classes thru webinars, online discussions and online assignments and grading).

Job Summary:

The Section Instructor is responsible for the success of students taking the online course under their supervision, in accordance with program objectives and course syllabi. Each Section Instructor should be highly knowledgeable about the subject matter for the specific course that they are assigned to teach, and maintain expertise in the subject area. The Section Instructor will support student success by all means that are necessary, appropriate, and available. The Section Instructor will actively monitor and track individual student progress and provide mediation and direction as needed.

All Nursing@Simmons courses are taught from an approved Master Course. Course Leads together with the academic team and the instructional design team will have determined the course syllabus, assignments and the required text(s) for each course. The Master Course is designed in a delivery format that is student-centered, media-rich and objective-driven. It is geared for reusability and emphasis is placed on consistency of content, scope and rigor, implementation of best practices and outcomes-based learning approaches. The Master Course will be provided to all Section Instructors. Simmons values the disciplinary competency faculty bring to the course and to students through feedback and insight provided. **Any course modifications must be discussed with and approved by the appropriate Course Lead prior to implementation.**

Section Instructors use their experience and knowledge to help the students meet the master course objectives. Section Instructors have the option to incorporate supplementary materials in their sections such as free online web sources and within weekly announcements. Web based materials and resources can often add richness to a section and are free for the student.

It is expected that a Section Instructor will spend approximately 11.5 to 14 hours a week as follows:

- 2.5 hours teaching
- 1 to 1.5 hours hosting office hours
- 2 to 3 hour prepping for teaching
- 1 hour per week meeting with the Course Lead
- 5 to 6 hours per week responding to student communications, grading, posting items for discussion

Specific Duties:

- Teach material from approved curriculum in accordance with assigned course schedule
- Assume responsibility for the academic supervision and teaching of the online students registered for the term as outlined by the Course Lead
- Actively participate in meetings and activities scheduled by the Course Lead to prepare and Section Instructors on course content and weekly course objectives
- Provide full coverage for all scheduled synchronous sessions/live sessions

- Participate in and lead asynchronous discussions and didactic sessions, as outlined by the Course Lead
- Motivate students to actively participate in all aspects of the educational process, including but not limited to threaded class discussions, outside assignments/projects, research, enrichment activities, etc.
- Maintain and evaluate records of student's academic and clinical performance within the grading systems of the Learning Management System (LMS) and the college
- Consult with students about their clinical performance at midterm and end of semester, or as needed by phone or video conference
- Maintain all administrative/academic components of the course section, including grading of assignments, exams and appropriate clinical activities
- Maintain communication, both online and virtual/in person if possible and desired, with Course Lead on a regular basis regarding course and student-related performance, problems and concerns
- Provide regular, accurate, and timely student-specific assistance, feedback and support to students relative to their performance
- Respond in a clear and well-expressed manner to student questions within one to two business days
- Foster and encourage an online culture of learning that values mutual responsibility, life-long learning, diversity, and ethics as well as personal and professional development
- Host office hours for students
- May serve as tutor or hold study sessions with students

Qualifications:

- Experienced, board certified RN/NP for clinically related courses
- MSN required (clinical field positions)
- At least 2+ years clinical and nursing education experience required
- Graduate level teaching experience preferred
- Online teaching exposure/experience preferred

Proprietary Issues

The online courses and materials relating hereto, in whatever form, offered by Simmons College are and shall remain the sole and exclusive property of Simmons College. All models, curricula, programs, materials and systems designed or developed by faculty engaged by Simmons College in connection with the teaching such courses shall be and remain the sole and exclusive property of Simmons College.

Online Instructor Training Course

Simmons College provides all Section Instructors with tailored training for online and hybrid course delivery models. It is mandatory that all Section Instructors complete the Online Instructor Orientation Course provided by Simmons College prior to starting their first class. The course introduces faculty to the expectations and best instructional practices at Simmons College. The orientation will take approximately 15 to 20 hours to complete with a combination of synchronous and asynchronous sessions.

Goals of the Online Instructor Training Course

Upon successful completion of the training, faculty should be able to:

- Facilitate an online process that has a significant requirement for student interaction as contrasted to lecture-type formats typically used in on-ground environments
- Navigate the online classroom and assist students in navigating the online classroom
- Use learning-centered strategies to engage the student
- Explain programs expectations of its students and instructors

Technology Requirements

Section Instructors are required to provide their own hardware (PC or Mac Computer), software, and internet access to facilitate the online courses at Simmons College. Simmons College is not responsible for the purchase, upgrade, or maintenance of online instructor's telephone, computer and Internet service. Required software for courses will be provided at no additional cost to the instructor. The following are the recommended specifications for Section instructors:

PC – Section Instructors will need to be able to access MS Office and any other software relevant to teaching courses. Below is a list of the minimal recommend hardware requirements needed to be successful but could vary depending on area of study.

- Processor – Intel® or AMD x86 processor running at 1.3GHz or faster
- Operating System - Windows XP SP 3 (or Newer)
- Windows 7 (64-bit required if running OS X 10.7.x) - Additional 20 GB HD Space required for Windows Partition
- Stereo Sound Card, Speakers and/or Headset
- Microphone and Web-camera
- Internet Speed : DSL or Cable Internet highly recommended

MAC – Section Instructors will need to be able to access MS Office and any other software relevant to teaching your courses. Below is a list of the minimal recommend hardware requirements needed to be successful but could vary depending on what area of study you will be teaching. * Please note not all software require are compatible with Mac and may require Dual boot Intel processors*

- Processor – Intel based Mac Pro or MacBook Pro computer (64-bit support)
- Operating System - Mac OS X v10.6.8, v10.7.2 or higher
- Dual-boot
- Stereo Sound Card, Speakers and/or Headset
- Microphone and Web-camera
- Internet Speed : DSL or Cable Internet highly recommended

Note: Simmons College will consult with Section Instructor to help determine if their technology is compatible.