Asynchronous - Instructor Appointment Policy

Career City College		#4071
Name of Institution		Institution Number

Asynchronous - Instructor Appointment Policy	**January, 17ᵗʰ, 2024**	**January, 17ᵗʰ, 2024**
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Booking Appointments and Conducting One-on-One Sessions for Distance Asynchronous Programs at Career City College

1. Introduction For students enrolled in distance asynchronous programs at Career City College, maintaining a direct line of communication with instructors is essential for academic success. The college facilitates this interaction through a structured appointment booking and session management system that allows students to engage with instructors on a one-to-one basis.

2. Booking Appointments

- **Appointment Booking System**: Career City College utilizes a dedicated online booking system integrated into the College Management System (CMS). This system allows students to view available time slots and book appointments with instructors based on their availability.

- **Accessing the Booking System**: Students can access the booking system directly from their instructor's appointment calendar link. Each instructor's calendar will be visible with highlighted available slots.

- **Scheduling an Appointment**: To book an appointment, students select a preferred time slot and submit a booking request. They are encouraged to include a brief description of the topics or questions they wish to discuss, allowing instructors to prepare accordingly.

- **Confirmation and Reminders**: Once an appointment is approved by the instructor, both the student and the instructor receive a confirmation email with the date and time. Automated reminders are also sent before the scheduled session to prevent missed appointments.

3. Conducting One-on-One Sessions

- **Platform for Sessions**: One-on-one sessions are conducted using secure video conferencing tools like Zoom. These platforms support video calls, screen sharing, and real-time chat, making them ideal for interactive sessions.

- **Joining the Session**: Students receive a link to join the virtual meeting room in their confirmation email. At the scheduled time, both the student and the instructor join the session using this link.

- **Session Etiquette**: Students are advised to join the session on time and prepared with specific questions or topics. This maximizes the effectiveness of the limited time and ensures that sessions are focused and productive.

- **Recording Sessions**: With prior consent from the student, sessions can be recorded for later review. This is particularly beneficial for complex discussions that the student may want to revisit for better understanding.

4. Rescheduling and Cancellation

- **Flexible Rescheduling**: Students can reschedule appointments through the booking system up to 24 hours before the scheduled time. This flexibility helps accommodate unforeseen changes in students' availability.

- **Cancellation Policy**: If a student needs to cancel an appointment, they are required to do so at least 24 hours in advance. This courtesy allows instructors to make adjustments to their schedules and offer the slot to other students.

- **Instructor Initiated Changes**: Occasionally, instructors may need to reschedule or cancel appointments due to professional commitments or emergencies. In such cases, students are promptly notified, and alternative arrangements are made to accommodate the student at the earliest convenience.

5. Feedback and Continuous Improvement

- **Post-Session Feedback**: After each session, students are encouraged to provide feedback through a quick survey accessible via the LMS. This feedback is crucial for assessing the effectiveness of the sessions and the performance of the instructors.

- **Continuous Monitoring**: The administration regularly reviews the appointment system's usage patterns and feedback to enhance the functionality and user experience, ensuring it meets the evolving needs of students and faculty.

Conclusion The structured system for booking appointments and conducting one-on-one sessions ensures that students in distance asynchronous programs at Career City College have the necessary academic support. This system not only facilitates effective communication between students and instructors but also plays a crucial role in the overall educational journey of students, helping them achieve their learning objectives effectively.