ICM Institute for Court Management

Expectations for Virtual ICM Course Faculty

ICM requires that faculty teaching a virtual course meet the following requirements:
- Faculty must be willing to learn and use online learning tools such as sharing one's screen, forwarding slides, polling, raising hands, chatting, and others.
  - ICM uses Zoom, but partners may prefer to use a different platform with slightly different tools.
- Faculty must be willing to attend one or more sessions conducted by ICM to practice using online teaching tools.
- Faculty must be able to be available to review and grade any post-course assignments, as well as review and approve assignments required for participants who miss a portion of class.
- **For ICM-offered Virtual National Programs only:** Faculty must be willing to meet with the ICM Curriculum Developer multiple times to adapt the course for virtual delivery.

The following tools and practices are required:
- Webcam
- High-speed internet connection
- A minimum of two screens (can be a laptop and 1 additional monitor; laptop/desktop plus 2 monitors is ideal)
- Faculty must be in a quiet environment during course hours

Optional practices:
- If desired, faculty may call into the course audio via phone to ensure uninterrupted audio in the event of an internet interruption
- Faculty may join the course with their cell phone/tablet (*in addition to* joining via computer) to view what the participants are seeing on their screens.