

Scope of Work: Online Program Instructor: End-of-Life Doula Courses

- End-of-Life Doula Professional Certificate (8 weeks)
- Companion Animal End-of-Life Doula Professional Certificate (6 weeks)
- Pediatric End-of-Life Doula Specialist Professional Certificate (4 weeks)
- Grief & Bereavement Specialist Professional Certificate (8 weeks)

Scope of Work

1. Delivery of the noncredit online courses listed in the Table of Courses and Payments below.
2. **Course Orientation:** The course orientation runs for one week prior to each course. Your responsibilities are as follows:
 - Monitor student performance, following up with students who have not logged into the orientation by day 3 of its availability.
 - Make three announcements during the orientation, all of which should be emailed to students via Brightspace announcements:
 - **Day 1:** Welcome to the orientation.
 - **Day 3:** Congratulate those who have successfully completed the practice tasks, and encourage those who have not to please log in and do so.
 - **Day 5 or 6:** Remind students that the course opens in a few days, and completion of the orientation is beneficial.
3. **Course:** Instruct the online non-credit program End-of-Life Doula Certificate and Companion Animal Doula Certificate with the following tasks:
 - **Announcements:** Post course announcements as needed, also sending a copy by email.
 - **Discussions:**
 - Facilitate Community Discussion boards including an initial post when course opens.
 - For Companion Animal Doula: The “Ask the Vet Expert _____” thread is the responsibility of the vet expert. Instructors are not expected to respond to these posts. The instructor manages all other communication within Community Discussion boards.
 - Respond to each student’s introduction posts during the first week of class.
 - Maintain instructor presence on the discussion boards by providing constructive, supportive feedback where appropriate.

- Monitor/track your responses to ensure all students receive feedback and support throughout the course.
- For module discussions that only require an original post, compile a list of “standout statements” for inclusion in a summary post each week.
- For module discussions in Companion Animal Doula
 - Work with the vet expert to identify module discussions benefiting from their responses.
- **Email:**
 - Be available via email for student questions.
 - Respond to student emails within 24 hours on weekdays and 48 hours on weekends.
- **Student “Attendance” Monitoring during the course:**
 - **Weeks 1:** Monitor student logins and follow up with students who haven’t logged in by day 3 of the course. Follow up again toward the end of the week if they still haven’t appeared.
 - **Ongoing:** Monitor student attendance, following up with students who fade away/don’t submit assignments.
- **Grading:**
 - Manage the Grades: Review/grade all discussion posts and assignment submissions according to rubrics.
 - Offer constructive feedback and encouragement in gradebook as needed
 - All weekly module discussions and assignments need to be graded within a week of the due date.
 - All grades need to be finalized by one week after the last day of class.
 - All grading feedback must be entered into Brightspace, never delivered via email.
 - Upon close of grading for the course, be sure to place a 0 in any spot where a student did not submit work.
- **Additional Duties:**
 - Manage basic tech issues: provide basic technical support to students, including help with logins, accessing materials, and low-level issues. Escalate technical issues as appropriate to the instructional design team or the UVM Tech Team.
 - Escalate questions/concerns/feedback to the program/team lead as requested/needed.
 - Participate in monthly check-in with program/team lead
 - Submit post-session instructor debrief form and participate in annual debrief meeting.
 - Provide ongoing monitoring, evaluation, and quality improvements for the course.

- Draft Letters of Recommendation for graduates for educational programs/scholarships when requested.
- **Time Commitment:** Please plan to spend at least 15 hours (**EOLD/ Grief & Bereavement**), 12-15 hours (**CAD**) or 7.5 hours (**Pediatrics**) on the course each week (half for co-instruction).