

## Online Course Expectations

Online courses are different from the traditional face to face (F2F) courses you have taken in the past. There are no traditional lectures or labs in which you sit and passively absorb knowledge. Instead, there is much more emphasis on the learner. Online learning is student centered. You are in charge. It's up to you to get the information you need, test your knowledge, and find new ways to apply it. Your knowledge quest is not limited to your textbooks or what the instructor shows or discusses in class -- you have a world of additional resources available on the Internet, and classmates to work collaboratively with. And the best part is you can work on the course when (and hopefully where) it's convenient to you, rather than being bound to a specific day and time on-campus!

### Student Expectations

- All students are expected to **login** to Canvas learning management system and participate into their online activities **during the first week of class**. Ideally, students should enter their LMS on the first day of the term. Students must attend at least 50 percent of the lecture/lab meetings during the first week of the term, or they may be administratively dropped from the class by the instructor. Students unable to attend the class during the first week or first class must contact the instructor prior to the class meeting if they wish to avoid being administratively dropped from class.
- Students are expected to continue logging-in to the online course system on a regular basis. Students should plan to log-in to the course at least several times a week to check for news and information, and to maximize their online participation.
- It is expected that all students are familiar with basic computer skills (basic typing proficiency, online browsing, sending and receiving emails, internet search, use of Microsoft Word, and Canvas). Failure to do so can have a detrimental impact on student performance in the online learning environment.
- Activities to engage in include reading the course syllabus, posting to discussion forums, printing study guides, lecture handouts, lab worksheets, review questions, and more.
- In order for you to be successful in your studies it is *essential* that you plan your schedule to include 2-3 hours per week of school work for every credit in which you are enrolled. This means that if you are taking 4 credits a semester, you should set aside (and build into your schedule) 8-12 hours per week for your studies. Students should be participating in online discussions *at least once a week*. While the times of day and specific days of the week in which you do this work are flexible (meaning you can do your work in the middle of the night if this is best for you!), in order for you to be successful in your classes and to fulfill your responsibilities as a member of your class learning community, you *must* participate actively and regularly in online discussions. This means setting aside specific time in your schedule every few days, each week.
- Be polite and respectful in your postings on discussion board - practice "[Netiquette](#)": (no "Flaming" or posting / sending negative, hurtful comments to others); use good grammar and correct spelling; don't write in all caps (it feels like you're shouting) or exotic fonts (they may not show up on everyone's computer); sign your name. In short, present your best self!
- Students are encouraged to purchase textbooks and lab kits **IN ADVANCE**, preferably 2-3 weeks prior to the start of the term to ensure that the required materials are in their possession at the time when classes begin.

### **Instructor Expectations:**

- I will read my email and the discussion board postings at least daily, but will not necessarily post messages or send out mail daily.
- I will respond to student's email within 24-48 hours.
- If you have a concern that I think others will benefit from hearing discussed, I will ask you to post it on the discussion board.
- Students will receive a grade for their assignments within a week of submission.
- I will keep you posted on how you are doing in the course, through Canvas gradebook and comments on assignment.
- You may call me at the office 541-440-7897 for questions or concerns, as well as email to [lana.green@umpqua.edu](mailto:lana.green@umpqua.edu) (**email is the best way of communication**).

### **Keys to Success:**

Online courses are not easier or less time-consuming than F2F courses; they are just different. Here are some suggestions for your success:

1. Set aside a specific time during the day for this course--the best time that fits your schedule. Use this time for preparation (reading, studying, writing case studies) and for participation (reading and posting messages and assignments, taking quizzes).
2. Don't put off the work--you need to keep up so you can more effectively participate in group and class discussions.
3. Don't be afraid to ask questions--just like in a F2F class, there are probably several others who are wondering the same thing.
4. Keep advised of when the college computer system is scheduled to "go down" for maintenance (if you are using a computer on campus). Usually this is on Sunday (which is why assignments are due on Fridays). Check the schedule at this site. A scheduled computer outage is not a sufficient excuse for turning in work late.
5. Check in and contribute to the class several times a week--this will keep you engaged, on-track, and moving steadily toward your goal!
6. Let me know about any problems you are having right away so we can resolve them quickly.
7. Have Fun!!!