GS1181
How to Take a Class Online
Fall 2017

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Office: CARR 125
Office Hours: MW 10:30 – 12:00 and 2:00 – 3:00
           TR 11:00 – 12:00 and 1:30 – 3:00
           F by appointment only
           Additional times by appointment

Course Description: This is the age of computers. We carry them around in our pockets; entire conversations take place in 140 characters or less! Social media has broken down the barriers of distance. Webpages take us to historical places across the globe from the comfort of our living rooms. This has affected the way we learn. With so many courses being taught online in colleges and universities worldwide, do you know how to take an online class? This course will help you to be successful in an online class using diverse tools, such as Blackboard, Safeassign, Turnitin, and other free Internet resources. We will also learn how to manage time when no one is watching over you and how to create a sense of community in an online environment.

Required Materials:
• Instructor provided readings
• Blackboard
• Angelo State University email address (must be checked daily)
• Computer with working internet access
• Microsoft Word
• PowerPoint

Course Objectives:
By the end of the course, the student will:
• Understand how to successfully take an online course
• Effectively use online tools
• Use effective time management skills in their online course
• Identify on campus resources available for assistance
Method of instruction:
Face to face classroom instruction and assignments
Online assignments and discussions
Assigned readings and independent work

Course Requirements
Two article summaries
Information Literacy
Participation in a university or college-wide event

Course Schedule: (Tentative)
Week 1 - Introduction and Blackboard Training
Week 2 – Ethics, campus supports – Guest Speaker – Dallas Swafford
Week 3 – Time management – Guest Speaker - CSI
Week 4 - Turnitin, Safeassign, Article Summary
Week 5 – Building a sense of community, group work – Scavenger Hunt
Week 6 – Study skills
Week 7 – Article Summary
Week 8 – TBA

Grades:
Grades will be based on the following:
- Attendance 20%
- Class Participation 10%
- Discussion Boards 10%
- Campus involvement 10%
- Article summaries 25%
- Bb Assignments 25%

All grades will be posted as quickly as possible. Keep in mind this is not my only class and I will grade assignments as quickly as possible. You should always be aware of your current grade, which is shown as your Weighted Total on Bb/Grades. Please note that your grades are weighted, which means that your final course grade is different from the mean.

All written assignments, presentations, media presentations, etc. must follow the writing style found in the most current edition of the American Psychological Association Publication Manual (APA Manual) which is available at the ASU library, at the bookstore, or on-line at www.apa.org

Late Work: Late work is not accepted. All work will be due at the end of the module, which will close at 11:59 PM on the date listed in Blackboard.
Summary Assignments: Throughout your courses in higher education, you will have to write many analytical and reflective pieces, which always start with a simple summary. I will provide you with an article to summarize related to online learning.

Information Literacy Assignment: The university library is a place of endless resources but can be quite intimidating if you don’t know how to navigate it. The Library’s Information Literacy tutorial includes both videos and quizzes, which you will complete online as a homework assignment.

Campus Involvement Assignment: A fundamental purpose of (higher) education is to step out of your comfort zone while a common challenge for all first-year students is to get involved with the campus community. You will be required to attend at least one campus-wide event. You will then give a brief informative presentation to your peers for the purpose of letting them decide whether this is something they might be interested in attending in the future. This will be done using a PowerPoint Presentation posted online in Bb.

Attendance: Attendance and punctuality are mandatory for this course. You are allowed one absence without it affecting your grade. Every absence thereafter will result in the loss of a letter grade. You are allowed two tardies without penalty. Every tardy thereafter will result in the loss of a letter grade. A tardy is more than five minutes late. If you are ten or more minutes late, you will be considered absent. Leaving early will also affect your grade. The class will run from 12:00 – 12:50 on Monday and Wednesday and you are expected to be here the whole time.

Course Communication: It is my goal for you to be successful in this class. Please communicate with me if you have personal questions or concerns via email or telephone. If I don’t answer, please leave a message with your phone number and I will call you back. In most cases, I will answer or respond to your email and voice mail questions within 48 hours but don’t expect a response to answer questions over the weekend or official university holidays. Email is always the best way to get in touch with me both during and outside of office hours.

ASU ATTENDANCE POLICY:
Candidates are to adhere to ASU policy OP 10.04 and Unit policy.
http://www.angelo.edu/opmanual/#s10

ASU OP10.04 Academic Regulations Concerning Student Performance
http://www.angelo.edu/opmanual/#s10

ASU OP 10.19 Student absence for observance of Religious Holy Day:
http://www.angelo.edu/opmanual/#s10

ASU OP 10.15 PROVIDING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:
http://www.angelo.edu/opmanual/#s10
**ACADEMIC HONESTY**: Candidates are to be familiar with the ASU Handbook and the University Honor Code, which includes the “Student Academic Honor Code Statement”. [http://www.angelo.edu/cstudent/documents/pdf/Student-Handbook.pdf](http://www.angelo.edu/cstudent/documents/pdf/Student-Handbook.pdf)

Candidates are to adhere to ASU policy. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook. **Plagiarism is strictly forbidden.**

**Note the link below concerning ASU’s policy concerning plagiarism:**

**PLEASE DO NOT TEXT OR USE YOUR PHONE DURING CLASS.**
It distracts other students and is disrespectful!

**Disclaimer**: The information in this syllabus is as accurate as possible. However, the professor reserves the right to make any changes as needed to any portion of this syllabus.