



**GS1181**  
**How to Take a Class Online**  
**Fall 2019**

**Professor:** Dr. Carlos A. Flores, Jr.

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**Office:** CARR 125

**Office Hours:**

Monday and Wednesday: 10:00 AM – 12:00 PM & 1:00 PM – 2:00 PM

Tuesday and Thursday: 11:00 AM – 12:00 PM & 1:00 PM – 2:00 PM

Friday: By appointment only

**Class Times:**

M/W 12:00 – 12:50 in Carr 124. This class is a face-to-face class and attendance is mandatory.

**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/web-cam
- 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 two university or college-wide event

### **Course Schedule: (Tentative)**

Week 1 - Introduction and Blackboard Training

Week 2 – Ethics, Plagiarism

Week 3 – Time management, Majors & Minors Fair

Week 4 - Turnitin, Safeassign, Article Summary I (Possible guest speaker)

Week 5 – Building a sense of community, group work – Scavenger Hunt

Week 6 – Study skills

Week 7 – Review previous article summaries, Article Summary II

Week 8 – Senior class visit

### **Grades:**

Grades will be based on the following:

Attendance	10%
Campus involvement	30%
Article summaries	45%
Bb Assignments	15%

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 average of all the grades.

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](http://www.apa.org)

**Plagiarism**

Specific conditions for courses taught in the Department for Teacher Education: At the first incident of plagiarism, the student will receive a zero (0) for the plagiarized assignment and this infraction will be noted on the student's records. Should there be a second occurrence of plagiarism, the student will receive a final grade of F for the course and another infraction report will be added to the student's permanent records.

**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 meets 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/opmanua/#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>

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:**

<http://www.lib.utexas.edu/services/instruction/learningmodules/plagarism/index.htm/>

**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 this syllabus.



## Syllabus Statement Fall 2019

### **Title IX at Angelo State University:**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

<b>Online:</b>	<a href="http://www.angelo.edu/incident-form">www.angelo.edu/incident-form</a>
<b>Face to Face:</b>	Mayer Administration Building, Room 210
<b>Phone:</b>	325-942-2022
<b>E-Mail:</b>	michelle.boone@angelo.edu

*Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).*

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).