

## Online Class Guidelines and Expectations

This is a General Education level course that leads to an AA or AAS degree. The GE courses facilitate the development of analytical and communication skills that serve as a conduit by which students obtain an understanding of and appreciation for the world around them. The expectation is for students to develop their writing and critical thinking skills and to turn in quality work.

**Technology requirements** – you need to have access to a computer and the internet. Many of the assignments CAN be done on your smart phone. You can add a Moodle app to your phone if your phone allows it. Once you've downloaded the app, you can use your regular username and password to access the MTI elearning site.

**Attendance** – One of the benefits of an online class is that students have some flexibility on when they work on the class requirements. Attendance is very important as is the quality of work. Our course units are based on content and hours spent in class and doing homework. If a student were in an on-ground class, that student would be spending 3.5 hours each week in class for 12 weeks. In addition to that, the expectation is that students spend 6-8 hours a week on homework. The online class is designed similarly. The lesson is divided into several parts which include: lecture, discussion and other activities that should take about 3 to 3.5 hours. In order to get credit for attendance, students must complete the lecture portion of the class. In addition to the lesson, students will have homework. **In order to get attendance credit and points for the lecture discussion, the lecture *that is assigned for that particular week* MUST be completed by midnight on the night the class is scheduled each week. For example, if the class is scheduled for a Monday night, the lecture work for that week is due on Monday night at midnight. If the class is scheduled for a Thursday night, the lecture work for that week is due on Thursday night at midnight.** In order to get full credit for other assignments, they need to be completed by Friday each week. **Students may complete lectures at a later date but will not receive points or attendance for the late completion of lectures.** Late assignment point values for other assignments will be reduced by at least 20%.

**Lesson Design** – the lesson is designed to be done in a logical order. In order to get full credit and points for the lesson components, they should be done in the order that they are numbered. Students need to make sure to read and follow directions. Some of the lesson components include:

**Lecture:** Students need to watch the lecture and answer questions along the way. If they skip the lecture, the time stamp will show this and the students will not get attendance or points for completing that portion of the lesson.

**Critical Thinking Activity:** There will be short critical thinking writing assignments in class. Students should use proper grammar, punctuation and paragraph structure when writing.

**Assignments due dates will be clear.** All assignments are due on time in order to get full credit. If a student receives a low grade on an assignment, there is an opportunity for that student to do the assignment over for full credit. If a student turns an assignment in late, points will be deducted.

**Expect to spend about 10 hours a week on this class.** *That is the same expectation that students would have in an on-ground class.* This includes the lesson, homework and working on the research paper.

**Instructor Communication and Contact** – The instructor will be checking in on the class several times a week; he/she will grade assignments and provide feedback. You may contact your instructor through the email provided, or messaging through Moodle. If you have ANY questions, concerns or problems that need to be addressed, please do not hesitate to contact your instructor. Be sure to respond to messages that request a response. The instructor will respond within 24 hours whenever possible. **It is very important that you check your email each week to get updates regarding the class.**

**Tests and presentations** – the tests will be online. You will have a midterm and a final and you'll be able to use your notes and lecture information but you may not just copy and paste your answers.