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| **Course Guidelines** | |
| **1. Grading Policy:** | |
| The minimum achievement a learner should get in order to pass the course. Also, the attendance policy should be clarified here.  The grading Policy should include also the grading criteria.  Grading Criteria: Examples for assessing items: (Assignments, Quizzes, Lab, Projects, Midterm Exam, Final Exam, … etc) Add more rows if needed.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | # | Assessing Items | Freq.  (# of times repeated | Points | Weight  (% from total grade | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | |
| **2. e-Mail Policy** | |
| -Prior to sending any email to your instructor; make sure that your need is genuine.  - The instructor will answer questions related to:   * Problems in understanding course content. * Requests for grading feedback. * Other course related problems the student might have.   - The instructor will not answer questions that are:   * Already answered * Not clear * Inappropriate * Unrelated to the topic.   - E-mail subject: All email titles should contain: “Course name - Section - Student’s name- subject“  - Response to your email: The instructor will reply to email within 36 hours**.** | |
| **3. Netiquette Policy** | |
| * Respect the privacy of your classmates and what they share in class. * Ask classmates for clarification if you find a discussion posting offensive or difficult to understand. * Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources. * Understand that we may disagree and that exposure to other people’s opinions is part of the learning experience. * Be respectful to each other. Before posting a comment, ask whether you would be willing to make the same comment to a person’s face. * Keep in mind that everything you write is recorded on the network server. On the Internet there are no take backs. * Keep in mind that you are taking a college class. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom. | |
| **4. Online Communication Guidelines** | |
| * Be aware that typing in all capital letters indicates shouting. * Be careful with humor and sarcasm. Both can easily be misunderstood! * Review all discussion postings before posting your own to prevent redundancy. * Check your writing for errors by reviewing what you’ve written before submitting it. * Acronyms (LOL, etc.) and emoticons (smilies) are commonly used online, but be careful not to overuse them (table 4). * Many communications with your instructor or fellow students are best handled through email. Only post on the classroom discussion board if the conversation is relevant to others in the class.      |  |  | | --- | --- | | Acronyms | Emoticons | | FYI = for your information | :-) = smiley face: happiness, pleasure | | B/C = because | :-( = frowning face: displeasure | | W/ = with | ;-) = wink | | BTW = by the way | :-0 = shock, surprise | | F2F = face to face | :-/ = skepticism, unease, apologetic | | FAQ = frequently asked questions |  | | |
| **5. Technical Skills:** | |
| As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:   * Communicating via email including sending attachments * Navigating the Internet using a Web browser such as Internet Explorer * Using office applications such as Microsoft Office (or similar) to create documents * Using a discussion board and upload assignments to a classroom Web site * Uploading and downloading files * Having access to the Internet * Navigating D2L, including using the email component within D2L. Instructions and tutorials for this are provided in your course. | |