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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.

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| # |  Assessing Items | Freq.(# of times repeated | Points | Weight(% from total grade |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

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|  **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.
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| **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.

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| 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 |  |

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| **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.
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