

**The College Experience:
COL 101
3 Credit Hours**

Course Information

Course Description:

In this course, we will study the best practices for success in college and learning on line by using technology smartly, succeeding in workplace situations skillfully, using interpersonal communications respectfully, and developing self-management practices expertly.

Course Objectives:

Upon completion of this course, the student will have the skills to be able to:

1. Navigate and learn successfully in an online course.
2. Handle time, commitments, goals, stress and deadlines.
3. Identify “learning and thinking styles” in self and others.
4. Develop good listening skills and good netiquette skills.
5. Take effective notes.
6. Expand memory and test-taking abilities.
7. Work with diverse people and use free speech correctly.
8. Use campus resources, including online libraries and all online services, such as homepages, Virtual Student Center and SMARTTHINKING.
9. Prepare college assignments accurately, document appropriately and avoid plagiarism.
10. Mediate for self and with others during conflicts.

Please print and keep this document. The course syllabus is the most important handout you will receive from your professor. It outlines all the details you need to know for the course. Be sure to take the time to read the syllabus. You will then be prepared to be successful.

Prerequisites and Co-requisites:

1. This course is for first time on-line learners who are willing to learn. If in doubt, email or telephone me. (If you need help ASAP, type “Help” in the subject line of your email.)
2. You must also have patience and a low need for immediate feedback. It might take few days for me to respond to emails, discussion board, help requests, etc. If there is an emergency, contact me through my DSCC email or telephone.
3. The assignments in this course are short answer essay and not multiple-choice answers; therefore, grading is NOT immediate. You will have to wait 1-2 weeks (from deadline dates) for grades to be posted on completed work.
4. Any rudeness, discourtesy, threats or harassment made to the instructor or students can result in immediate dismissal from this course.

Course Topics:

The following ideas and concepts will be covered in Modules 1 – 24:

- Online learning & online readiness.
- Online course materials and processes (D2L and all its features).
- Technology requirements for an online course.
- Protecting your privacy, safety and security online.
- Tips for online success (How to stay on track without a structured classroom & Getting help when it is needed).
- How to communicate with the instructor and fellow students.
- Frequently asked questions.
- Resources for career development.
- Learning styles, best practices and test taking online.
- Identifying your problem solving style and personality and time management techniques.
- Using your college or university resources and completing assignments utilizing the Virtual Library and Librarian.
- Setting goals and projecting progress.
- Note taking, referencing and documenting sources properly (avoiding plagiarism).
- Memory enhancement and accessing online tutorial services.
- Prioritizing time and tasks.
- Managing stress.
- Incorporating values, ethics and civility into actions.
- Resolving conflicts effectively.
- Netiquette practices.
- Team work: Using critical and creative thinking for decision making
- Effective communication and listening skills, including giving constructive feedback.
- Working with diversity.
- Integrating best practices based on Stephen R. Covey's The 7 Habits of Highly Effective People. Using RODP's live online tutorial service, SMARTTHINKING.
- Internet content rating system.
- Student homepages within D2L

For exact timeline as to the presentation of topics listed above, check "Assignments and Participation" section of syllabus.

Due dates are listed in the Calendar of this course.

Specific Course Requirements:

Regular access to a computer with online capabilities and a desire to learn!

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks:

Please visit the Virtual Bookstore to obtain textbook information for this course: <http://rodp.bkstr.com>

Supplementary Materials:



Hardware Requirements:

The minimum requirements can be found at http://www.tn.regentsdegrees.org/students/hardware_software.htm.

Software Requirements:

The minimum requirements can be found at http://www.tn.regentsdegrees.org/students/hardware_software.htm.

Specific hardware requirements for this course include current version of Microsoft Word so that you can complete assignments that need to be sent to the instructor. In other online classes, students may be required to purchase or download many items for the course, such as Real Player or Media Player, Microsoft Office Word and PowerPoint, or viewers.

Instructor Information

Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

Assessment and Grading

Testing / Grading Procedures:

Testing Procedures:

All work for this course can be done online. Online work for this course includes modules with step by step instructions of what to do, including quizzes, discussion board questions, and assignments submitted in the correct drop box. You will be asked to email your instructor as well. Deadlines must be followed. YOU MAY WORK AHEAD IF YOU SO DESIRE. All work is done online. NO proctor is required!

Grading Procedure: COL 101 Online System of Point Values and Grading

- Points are earned as follows:
- Modules 1-8: 31 points per module
- Modules 9-11(Midterm): 200 points
- Modules 12-21: 31 points per module
- Modules 22-24(Final): 242 points
- Discussion board questions: 11 points a piece

Total Points Possible to Earn: 1000 points, grading scale on next page
All work is done online; No proctor required!

Point Value Chart by Module for ALL Work

(Note: the dash ----- indicates activity not required for that module)

Module Number	Assignment Point Value	Quiz Point Value	Discussion Board Point Value
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1	----	20 points	11 points
2	----	31 points	----
3	31 points	----	----
4	31 points	----	----
5	31 points	----	----
6	16 points	15 points	----
7	20 points	----	11 points
8	16 points	15 points	----
9	20 points	----	----
10	----	69 points	11 points
11	100 points	----	----
12	20 points	----	11 points
13	16 points	15 points	----
14	16 points	15 points	----
15	----	31 points	----
16	----	20 points	11 points
17	31 points	----	----
18	----	31 points	----
19	----	31 points	----
20	----	31 points	----
21	----	31 points	----
22	50 points	42 points	----
23	50 points	----	----
24	100 points	----	----

NOTICE:

In most of the Modules for this course, you will be using websites. If you encounter a website that is under construction or “down,” take the initiative to go to the search engine www.metacrawler.com or www.google.com to find another resource for the same or similar topic. You may choose another search engine if you wish.

Also, the assigned point values that may be earned for each assignment and quiz vary. A 31- point assignment or quiz requires 4-5 complete sentences (a paragraph), and supporting explanations and descriptions of ideas and thoughts for a student to earn full points. More is required based on possible points that can be earned.

Grading Scale:

A = 920-1000 points earned
B = 840-919 points earned
C = 700-839 points earned
D = 600-699 points earned
F = less than 600 points earned

NO WORK WILL BE GRADED WITHOUT A COMPLETE LABEL ON THE ACTUAL

DOCUMENT/MODULE. The label must be at the top of the page for submitted assignments, which are submitted to the drop box. (You do NOT need a label on submitted quizzes or discussion board postings.)

A complete label includes: Name, Course title and section number, title of assignment and date.

For Example: Joe Smith

COL 101 R50 Lesson 3 Assignment: Learning Style

February 12, 2011

This label needs to appear within each document being submitted to the drop box. (You do NOT need a label on submitted quizzes or discussion board postings, just for assignments, which will be submitted into the drop box.)

*The grading scale emphasizes assignments, projects, and student participation in the learning community as well as quizzes and completed assignments submitted by deadline.

All communications must be done using complete sentences and some work requires complete paragraphs that follow the standard English rules of grammar. **A Standard Paragraph is AT LEAST 4-5 sentences in length. Sketchy or skimpy explanations and descriptions of thoughts and ideas will result in loss of points on assignments, quizzes and discussion board answers.

***When assignments are submitted to the drop box, spell check must be used and proof reading for grammatical errors is required.

Assignments and Participation

Assignments and Projects:

Assignments and Projects:

Lesson 1: Explain online learning & Assess online readiness; frequently asked questions; an online course in a nutshell; using online course materials and processes; using all its features and functions

Lesson 2: Technology requirements for an online course; how to protect your privacy, safety and security online; how online courses work; tips for online success (How to stay on track without a structured classroom & Getting help when it is needed); legal aspects of communication online; how to communicate with the instructor and fellow students

Lesson 3: Assess your learning style; best practices; test-taking online (Tips for taking timed quizzes and proctored tests)

Lesson 4: Identify your problem solving style and personality; making time management work for your personality style

Lesson 5: Find your college or university resources; virtual online tour of Libraries and other Learning Resource Centers; using the virtual library and librarian and how to research online

Lesson 6: Note taking; avoiding plagiarism and utilizing reference materials (APA & MLA documentation)

Lesson 7: Memory enhancement; accessing online tutorial services (SMARTTHINKING)

Lesson 8: Use netiquette; effective communication and listening skills including giving and taking constructive feedback, especially in Discussion Board.

Midterm Project (Modules 9, 10, 11)

Lesson 9: Preparing for the Classroom, online

Lesson 10: Making Choices: in College and in Life

Lesson 11: Problem Solving and Being Proactive

Lesson 12: Resolve conflicts effectively

Lesson 13: Team work: Use critical and creative thinking for decision making

Lesson 14: Prioritize time and tasks; Virtual Student Center tour

Lesson 15: Set goals and projecting progress

Lesson 16: Incorporate values and ethics

Lesson 17: Manage stress and health

Lesson 18: Work with diversity; freedom of speech

Lesson 19: Balance school, family and personal life

Lesson 20: Smart consumerism for college success

Lesson 21: Avoid addictions: How can you be part of the solution, not the problem?

Final Project (Modules 22, 23, 24)

Lesson 22: Maximize online resources for career development

Lesson 23: Choose a college major for your career goals

Lesson 24: Create a Mission Statement and a Resume

Class Participation:

All students must log-in the first day.

NOTE: If you are added to an online class after the first day, you must email the professor so that all start-up and /or welcome emails can be forwarded to you. Students must participate in all interactive aspects of the course design. Students must communicate with the instructor as a learning resource via email, students must check the course bulletin board and calendar frequently for announcements, and students must actively participate in threaded discussion events. All communications must be done using complete sentences that follow standard English rules of grammar. Sketchy or skimpy explanations and descriptions of thoughts and ideas will result in loss of points on assignments, quizzes, and discussion board answers. Please remember that you are NOT texting, so no lower-case letter "i." Also remember to capitalize the start of each sentence and use punctuation at the end of each sentence.

Punctuality:

The course lasts 15 weeks for fall and spring semester classes and 10 weeks for the summer session. There will be 24 modules. If you do approximately two assignments a week, you will keep on track. For the summer, the pace is faster and you will be required to do more work each week. You must follow the calendar and meet the deadlines for due assignments and quizzes. See the calendar to check due dates.
SCHEDULE, DUE DATES, and Other Information.

Schedule –CHECK CALENDAR in D2L to confirm due dates and for additional messages. All due dates are found in the calendar in this course.

- Midterm Project: Consists of Modules 9 – 11. This project is worth ---- 20% of your grade.
- Final Project: Consists of Modules 22– 24. This project is worth --- 24% of your grade.

1. Drop Boxes (to submit assignments) will also close at 11:55 p.m. Central Standard Time on the due dates.

2. Quizzes have windows of availability that will close at 11: 55 p.m. Central Standard Time on the due dates.

3. Discussion Board Posts must be completed by or before the due dates for the respective modules.

Late Work: Late work will only be accepted by approval of instructor. Late work, if accepted, will lose 10% of the assignment value for every day that it is late.

Course Ground Rules

Participation is required at least two times a week. Participants are expected to communicate with other students, learn how to navigate in D2L, keep abreast of course announcements, and use email in D2L as opposed a personal e-mail address. Participants are expected to address technical problems through RODP. All people will observe course netiquette at all times--- no exceptions.

Zero tolerance exists for failing to use netiquette.

Guidelines for Communications

Email: Participants will follow these standards without exception in all communications:

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussion Groups: For Discussion Board Posts and Discussion Groups, follow these standards:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.
- More information is available in this link to [discussion guidelines](#).

Chat:

Chat is seldom used in RODP. If for some reason it is opened:

- Introduce yourself to the other learners in the chat session.
 - Be polite. Choose your words carefully. Do not use derogatory statements.
 - Be concise in responding to others in the chat session.
 - Be prepared to open the chat session at the scheduled time.
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- Be constructive in your comments and suggestion

Web Resources:

- [Columbia Guide to Online Style](#) by Janice R. Walker and Todd Taylor
- Citation Styles Online <http://www.bedfordstmartins.com/online/cite6.html>

Library

The [Tennessee Virtual Library](#) is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Plagiarism

What is Plagiarism?

Plagiarism is representing someone else's intellectual property as your own. You put yourself at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas.

Students With Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support

Telephone Support:

AskRODP Help Desk (toll free number 1-866-550-7637) or go to the AskRODP website at: <http://help.rodpc.org/>

If you are having problems:

- logging into your course
- timing out of your course
- "technical" related issues for D2L (it takes a long time to click around my course)
- using your course web site tools

If you contact Technical Support by phone please be at your computer and be prepared to provide the following information: (If you do not know the information below please call 1-866-550-7637)

- Your username
 - Your password
 - The URL, (address, "http://...") you are unable to access
 - Your instructor's name (Ex.: Dr. Charles Cooper)
 - Your course number, section and name (EX: EDU 1120 Introduction to Teaching)
 - Are you using a PC or MAC
 - Your operating system (Windows 98, NT, 2000, Vista, etc.)
 - Browser type and version (EX: Internet Explorer 7)
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