



NCR 111 Online Orientation for Students
Spring 2017 Online Class

INSTRUCTOR INFORMATION

Name: Amanda Rager

Office: next door to the LRC

Phone: 785-320-4564

Office Hours: 8am to 4pm M – F

E-Mail Address: onlinehelp@manhattantech.edu

COURSE INFORMATION

Credit Hours: none

Prerequisite(s): none

Course Description: Introduction to online learning with MATC. Students with the intention of taking a blended or online course may be required to complete this course and present a Certificate of Completion.

Purpose of Course: The purpose of this course is to introduce students to the MATC online learning environment. This introduction will promote the efficient use of the system. The goal beyond this course is to increase student comfort and success while working within online or blended courses.

Required Materials

Textbook(s): no textbook required

Technology Requirements:

1. Accessible and reliable Internet connection.
2. On the course Main Page, please refer to the Minimum System Requirements. Check these against the device you will be using this semester to ensure a quality experience.

Learning Outcomes

The intention is for the student to be able to:

1. Effectively navigate the online learning environment of MATC
2. Recognize different expectations apply to the personal and professional online presence
3. Implement educational and professional online etiquette
4. Determine if the online learning environment will be a comfortable and productive fit for the student

Course Competencies

Actions essential to achieve the learning outcomes:

1. Access appropriate course
2. Complete online quiz
3. Post within discussion forum
4. Communicate effectively and professionally
5. Submit Coursework as a file upload
6. View and interpret gradebook and attendance information

Method of Instruction

Learning activities include video tutorials, documents, and web links.

CLASS INFORMATION

Methods of Grading and Evaluation: For this semester, the course is only for tutorial and demonstration purposes. Work will be recorded as complete or incomplete. However, for the purposes of simulating a real online course, the assignments can be weighted as follows:

Assignment	Points	Weight
File Upload: Screenshot of Email to Instructor	10	25%
Group Discussion: Successful Online Learning	10	25%
Online Quiz: Virtual Learning Campus Policies	10	25%
Online Quiz: Final Exam	10	25%
TOTAL	40	100%

Tentative Class Schedule: This course is an open enrollment course.

Module	Topic	Learning Activities
1	Navigate the Online Classroom	<ul style="list-style-type: none">• Navigate an online course• Learn online/blended policies• Take quiz & agree to policies
2	Emails, Screenshots & Uploads	<ul style="list-style-type: none">• Send email by various methods• Take a screenshot• Save & upload a pdf
3	Reflect on How to Succeed	<ul style="list-style-type: none">• Reflect on steps for success• Post in the forum• Reply twice in the forum

ONLINE INSTRUCTOR POLICIES

Online Attendance Policy

IMPORTANT: see details within Institutional Policies below

Office Hours

Instructors are expected to have office hours available for online students.
Please know that students are always welcome to e-mail and phone the instructor.

E-mail

E-mails will be responded to within a 24-hour timeframe during the typical work week.
Responses on weekends will be within 48 hours.

Proctors

A 16-week course is expected to have at least 2 proctored events.
An 8-week course is expected to have at least one proctored event.

Online Etiquette

Because we are working within an online educational environment, it is expected that communication reflect our purpose. The use of complete sentences, proper grammar, and spelling is expected. Slang and SMS language ("textese") are not appropriate, since our efforts are to educate students to function appropriately in a professional environment.

Manhattan Tech System Requirements

For your course to display and function adequately, it is important that your computer meet the [Minimum System Requirements](http://manhattantech.edu/sys) at manhattantech.edu/sys.

Virtual Learning Campus Policy Enforcement

The first assignment of an online/blended course will be to acknowledge the policies for online/blended courses by completing the designated online quiz. Students will not be allowed to complete the course unless this has been completed.

Late/Make-Up Assignments/Tests: Rolling enrollment course. Schedule is on an individual basis so late/make-up work will not apply. However, course content should be completed before progressing to the online academic course.

DEPARTMENTAL POLICIES

Technology

- Spend time early in the course exploring all parts of the course. While you are exploring, make sure you become familiar with the online tools.
- Backup! First and foremost, create your postings or assignments in a word processor and save your files to more than one place. Only then should you copy and paste it, or upload it.

Organization

- This is not a self-paced course of study. There are due dates for each assignment. Use your syllabus to get yourself organized.
- Manage the use of your time by blocking time for the semester on your calendar for reading, discussion board posts and projects.

Time Management

- Be aware that online education does not equate to simple or easy education. Make on-line courses no less a priority than face to face courses.
- Put yourself on a predictable schedule so that you allocate time for the course. Pace yourself, don't procrastinate.

Professionalism

- When in this role, use technology as an educational tool to promote digital citizenship and professional success. Conduct yourself in a respectful manner with your communication and assignments.
- Proofread your responses before you post or submit written work. Written posts can often be misinterpreted. For example, your humorous sarcasm might look offensive and threatening because readers don't have the context. (Maybe use emoticons.)

Learner Responsibilities

- Know your learning style and determine whether the on-line learning environment is compatible with that style. If not, look for ways to support your learning style.
- Ask the instructor BEFORE the due date, if you are not sure what to do. They are human and do not bite!
- Follow the exact assignment details. Don't give more and don't give less.

Interacting with Others

- Get to know your classmates and instructors.
- Self-select a learning partner who you can stay in touch with off-line regarding questions, assignments, etc. You can also focus your attention on your learning partner's posts.
- Try to build on others ideas and don't be negative. Instead of "disagreeing" with someone, you may choose to "express from another perspective."
- Enjoy learning by teaching others what you're learning. You'll retain the most important lessons.

INSTITUTIONAL POLICIES

Academic Honesty: Academic honesty at Manhattan Area Technical College (Manhattan Tech) is an important part of student success. Manhattan Tech views academic honesty as an integral part of student development and learning. All Manhattan Tech students are expected to understand the college's policy on academic honesty as well as how the college defines academic dishonesty.

Academic dishonesty is an action taken by a student that violates the college's policy on academic honesty. Manhattan Tech defines academic dishonesty as the following:

Cheating

- Giving or receiving unauthorized help on an individual or group assignment, paper, or exam
- Reusing an assignment written for another course without proper authorization
- Taking an exam for another student or having another student take an exam for a student
- Using unauthorized material on an exam
- Altering or fabricating academic data, records, or documents with the use of conventional or electronic devices

Plagiarizing

- Using others' ideas and/or words without correctly acknowledging the source of that information
- Copying someone else's copyrighted material without written permission of the copyright owners
- Taking credit for an assignment or research project done by another student
- Doing work or research for another student

Falsification and Fabrication

- Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity;
- Presenting data in a piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data
- Including substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials

- Destroying, stealing, altering, or making inaccessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so
- Stealing examinations, or other course materials, or attempting to do so

Complicity in Academic Dishonesty

- Helping, or attempting to help, another to commit an act of academic dishonesty
- Providing material or information to another person with knowledge that the material or information will be used deceitfully in an academic evaluation activity
- Permitting one's own work to be submitted by another person as if it were that person's original work.

Falsification of Records and Official Documents

- Altering documents affecting academic records

- Forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation
- Failing to report previous academic records.

Personal Misrepresentation and Proxy

- Participating in an academic evaluation activity in the place of another person either before or after enrollment
- Assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed
- Having another person participate in an academic evaluation activity or evaluation in place of oneself

Bribes, Favors, Threats

- Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance
- Conspiring with another person who then performs one of these acts in one's behalf.

Consequences for students in violation of the MATC Academic Honesty Policy will be at the discretion of faculty and/or administration. Consequences include, but are not limited to:

- Oral or written reprimand
- An "F" or zero points given for the assignment, paper, or exam
- An "F" or zero points given for the course (XF notation on transcript of academic dishonesty)
- Removal from the course and/or program
- Expulsion from the college

Any student accused of academic dishonesty may request written confirmation of the violation and consequence(s). If a claim of academic dishonesty is in dispute, the student may file a grievance, following the Student Grievance Appeal Procedure.

Accidents/Injuries: While stringent precautions will be taken at Manhattan Tech to ensure safety, accidents may occur. All accidents and injuries should be reported immediately to an instructor or the administrative office. It is Manhattan Tech policy that all accidents, regardless of the severity, be reported so that an Incident Report can be completed and submitted to the administrative office in response to the situation.

Online/Blended Attendance

Manhattan Tech faculty are dedicated to students' job skill and employment preparation and believes that poor attendance may result in incomplete knowledge and skill development. Therefore, in their course syllabus, department instructors specifically address the attendance guidelines for students enrolled in their program.

Working within a 20-day window (or 25% of the course),

- During the first 6 days of the course, the student must:

- Log in to MATCOnline.
 - Successfully complete the Computer Usage and Academic Honesty Online Quiz.
 - Complete assignments indicated by the instructor.
 - Students not completing the three criteria above will be administratively dropped from the course. The instructor will notify both the student and Student Services of the situation.
- During the following 15 days (or the remaining 25% of the course window), an assignment must be completed each week for the following 3 weeks.
 - An assignment may be, but is not limited to, any of the following: forum posting, quiz, exam, file upload, email reply to instructor through Manhattan Tech webmail, project submission, and/or writing assignment.
 - The instructor will choose assignments that are acceptable to meet the requirement.
 - In the event that any of the above requirements are not completed for this course, your instructor will notify you by Manhattan Tech webmail and encourage withdrawing from the course. If the withdraw process is not completed by the student, an F will be indicated on the transcript as the final grade for this course.

Special Services: Faculty and staff at Manhattan Area Technical College are sensitive to the special needs of students with documented physical and/or learning disabilities and will work with them in their pursuit of their educational goals. All students with special needs or disabilities MUST provide documentation verifying the disability to Student Services in order for Manhattan Tech to provide an academic environment that addresses the students' needs.

Tutoring and Academic Support: Individualized and group tutoring is available in the Learning Resource Center (LRC). Math Homework Labs are scheduled weekly, or as needed. Writing Labs are available to assist students with formal writing and research assignments. Instructors can direct students to the LRC for academic and study planning. The Learning Resource Center is located in room 105. Services are free and available to all Manhattan Tech students. To contact the LRC email LRC@manhattantech.edu or call 785-320-4519. The LRC is open Monday to Thursday from 8:00 - 7:00 and Friday from 8:00 - 4:00.

Incomplete: An "I" (Incomplete) may be given at the request of the student and indicates that the student has not met the requirements for course completion because of extenuating circumstances but has been granted additional time to meet those requirements. The student and the instructor must discuss an Incomplete before it is awarded. This grade is given at the instructor's discretion if the following conditions are met:

- The student is currently passing the class
- Circumstances requiring the request for an "I" are beyond the student's control
- Unfinished work is limited

Drop/Withdrawal Policy: *Note: An official drop/withdrawal is the date a completed Drop/Add or Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College.* If a course is equal to or greater than 9 weeks, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add or Withdrawal form is completed and received by the MATC office within 5 business days of the start of the course. If a course is 8 weeks or less, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add form is completed and received by the MATC office within 2 business days of the start of the course. A grade of W will appear on the student's transcript if the student officially withdraws from a course prior to 75% of the course being completed for the semester (see the enrollment calendar for exact dates). If 75% of the course has been completed, an earned grade cannot be changed to a W, and the student will receive a transcribed grade based on work completed relevant to the course requirements. Refer to the Tuition Refund Policy in Financial Obligations section for applicable refund dates.

An **administrative dismissal** does not relieve a student of the responsibility of completing and submitting an *MATC Drop/Add Form*. Failure to do so may result in any refund the student may be entitled to not being processed and/or the student's receiving an *F* grade(s) on his/her Manhattan Tech transcript.