



NCR 111 MATC Online Orientation
Online Class
Fall 2016

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

Course Description: Introduction to online learning with MATC

Credit Hours: none

Prerequisite(s): none

Purpose of Course: The purpose of this course is to introduce students to the MATC online learning environment. This introduction will promote the efficient and educational use of the system. The goal beyond this course is to increase student comfort and success while working within online academic or program courses. Students with the intention of taking a blended or online course will be required to complete this course with a passing grade.

Required Materials

Textbook(s): no textbook required

Technology Requirements:

1. Accessible and reliable Internet connection.
2. Required technology components to complete the online/blended course (i.e. System requirements, access to scanner, course specific software and technology)

Other: On the START HERE page, please refer to the Manhattan Tech System Requirements which will support the online learning environment.

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 assistance purposes. Work will be recorded as complete and incomplete.

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

Unit	Topic	Learning Activities
1	Unit or Chapter Resources	Practice submitting coursework and navigating MATOnline

ONLINE INSTRUCTOR POLICIES

- **Online Attendance Policy:** 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. Response 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 are expected. Emoticons, slang, and casual e-lingo 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 [Manhattan Tech System Requirements](#).
- **Computer Usage and Academic Honesty Policy Enforcement:** The first assignment of an online/blended course will be to acknowledge the Manhattan Tech computer usage and academic honesty policies by completing the 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: Be aware that online education is not equivalent with simple or easy education. As an online course, this may be your first experience with the temptations that accompany online learning. While working as an online student/pre-professional, be certain to comply with professional expectations. When in this role, use technology as an educational tool to promote professional success. Conduct yourself in a respectful manner with your communication and assignments. Students are expected to apply knowledge and honesty to the assignments and comments submitted.

INSTITUTIONAL POLICIES