

## Course Description

**MyCareer: An Orientation to Online Learning** is a course designed to enable you to participate in web-based instruction. The course covers the use of the Blackboard course management system including logging in, navigation, online testing, and communication tools. Basic computer literacy topics will also be covered.

## Learning Outcomes

- To assess personal readiness for online learning
- To be able to navigation through a Blackboard course and successfully access course content and materials
- To demonstrate and practice basic technical competency for online learning
- To understand the responsibilities in taking an online course and be successful
- To successfully search the Internet for specific content
- To access online resources including WCC library databases
- To communicate in the online environment

## Grades

**MyCareer: An Orientation to Online Learning** is a pass or fail course. If all assignments are completed and submitted on time, then you will pass the course. Points are allotted for each assignment, test, or quiz to give you a better understanding of your performance for a particular item.

This class is designed to teach you how to participate in an online classroom. As a result, many of the assignments are participation assignments instead of traditional grading. Please note that completion of each of the assignments is mandatory; you will not pass the course without submitting each item listed. Use this checklist to track your progress.

**Your final passing grade will be determined by the following activities:**

Assignment	Points Possible	Check When Complete
Readiness for Online Learning – Learning Module 1	5	
Student Readiness Online 'READI' Survey – Learning Module 1	10	
Wiki Sign-up - Learning Module 2	5	
Online Meeting Session – Learning Module 2**	15	
Building Community Blog Post and Comment – Learning Module 2	10	
Netiquette Assignment – Learning Module 3	15	
Study Plan Assignment – Learning Module 4	10	
Blackboard Review Quiz – Learning Module 4	15	
Online Resources and Research Discussion Board: Post and Reply – Learning Module 5	10	
Email Your Instructor – Learning Module 5	5	
<b>Points Possible</b>	<b>100</b>	

\*\*For our Online Meetings we will be using GoToMeeting®

## Course Timeline

You have seven days to finish **My Career: An Orientation to Online Learning**. To complete this course, you will need to attend one of the two synchronous sessions offered and complete all of the learning modules before day seven. For synchronous session dates, click on '**Online Meetings**' from the Blackboard course navigation menu.

Review the assignment table above for the list of assignments that must be completed. Plan on the course taking you 6 to 10 hours to complete based on your personal confidence and competence level.

## WCC Academic Dishonesty

(Board of Trustees Policy 4095 -- STUDENT RIGHTS AND RESPONSIBILITIES)

All forms of academic dishonesty including but not limited to collusion, fabrication, cheating, and plagiarism will call for discipline.

### Definitions

- Collusion: the unauthorized collaboration with any other person in preparing work offered for individual credit
- Fabrication: intentionally falsifying or inventing any information or citation on any academic exercise
- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- Plagiarism: the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit

Washtenaw Community College adheres to a very strict policy on the issue of plagiarism. To avoid accidental plagiarism, the following excerpts from the WCC website have been provided. When you quote -- or even summarize or paraphrase information found in books, articles, or web pages -- you must acknowledge the original author.

### It Is Plagiarism When You

- Buy or use a term paper written by someone else
- Cut and paste passages from the Web, a book, or an article and insert them into your paper without citing them. Warning! It is now easy to search and find passages that have been copied from the Web
- Use the words or ideas of another person without citing them
- Paraphrase that person's words without citing them

## **How to Avoid Plagiarizing**

- Use your own ideas. It should be your paper and your ideas that should be the focus
- Use the ideas of others sparingly--only to support or reinforce your own argument
- When taking notes, include complete citation information for each item you use
- Use quotation marks when directly stating another person's words
- Take 30 minutes and write a short draft of your paper without using any notes. It will help you think through what you want to say and help you prevent from being too dependent upon your sources

## **Expectations and Availability of Instructor**

I will usually respond to messages within 48-72 hours. You should make a habit of checking messages on a regular basis as well.

## **Communication**

### *General Communication Guidelines*

- Please be courteous and professional in your communications
- Please use complete sentences and avoid using abbreviations

### *Individual and Group Communication*

- In cases where multiple students have the same question or issue I may post an announcement rather than responding individually

### *Email Communication*

- Provide a clear subject line that includes the course name, section number, and the assignment or lab name
- Always include your first and last name in the email message

## **Strategies for Success**

- Print out the course schedule and syllabus
- Begin assignments before the due date so you can ask questions and have time to troubleshoot any technical issues

- Stay in touch by email if you have any questions, concerns, or conflicts that may interfere with your academic success

### **Mission Statement of Washtenaw Community College**

Our college strives to make a positive difference in people's lives through accessible and excellent educational programs and services.

- We provide a caring, open-door teaching and learning environment
- We provide excellent teaching, counseling, and support services
- We reach out to people who have limited income or other barriers to success
- We enable people to progress in their academic and career pursuits
- We work in partnership with the communities we serve

The short summary of this is to say "we are here for you."