COURSE OUTLINE OF RECORD

Number: COLL G151  TITLE: How to Succeed as an Online Learner

ORIGINATOR: Connie Marten  EFF TERM: Summer 2010
FORMERLY KNOWN AS:  DATE OF
OUTLINE/REVIEW: 04-01-2009
CROSS LISTED COURSE: TOP NO: 4930.14

SEMESTER UNITS: 1.0
HRS LEC: 18.0  HRS LAB: 0.0  HRS OTHER: 0.0
CONTACT HRS TOTAL: 18.0
STUDY NON-CONTACT HRS RECOMMENDED: 36.0

CATALOG DESCRIPTION:
This course provides an orientation to the characteristics and processes of distance learning. Students will explore the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. Students will learn practical strategies and skills to help them succeed in online and hybrid classes.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Accounting
Anthropology
Athletic training
Biological sciences
Business
Business education
Coaching
Communication studies (speech communication)
Computer science
Counseling
Economics
Education
English
Ethnic studies
Family and consumer and studies/ home economics:
Health
Health care ancillaries (medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
History
Humanities
Kinesiology
Kinesiology
Law
Learning assistance instructors
Library science
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. overcome technical problems.
2. give feedback using appropriate guidelines.
3. locate, organize, and complete assignments on time.
4. confirm enrollment and find course/ site materials.

COURSE OBJECTIVES:

1. confirm enrollment and find course/ site materials.
2. locate, organize, and complete assignments on time.
3. give feedback using appropriate guidelines.
4. overcome technical problems.

COURSE CONTENT:
LECTURE CONTENT:

A. Enrolling in distance learning (DL) courses
   1. Enrolling in future online courses
      a. Counseling—benefits and information available online
      b. Online student orientation
   2. Choosing DL courses
      a. Resources—online catalog, searchable schedule, DL guide and website
      b. DL course formats and learning style (Internet and Hybrid)
      c. How many courses to take [Note: DL courses are not easier.]
   3. Registering - when and how
      a. Enrolling via touch tone
      b. Enrolling online
   4. Confirming enrollment from off campus
   5. Acquiring course materials (online bookstore)

B. Getting started in a DL course
   1. When and where to “start”
   2. Course grading scales
      a. Taking a DL course pass/no pass
      b. Taking a DL course for a grade
   3. DL course assignments
      a. Where to find them
      b. Due dates
      c. Delivery instructions, etc.
   4. Online quizzes and tests
   5. Midterm and final exams—face-to-face requirements, proctored exams, alternate test dates, etc.
   6. Scores and feedback on DL course quizzes, assignments, and exams
   7. How to drop DL courses [Note: This is the student’s responsibility]
   8. How to determine when DL classes “end”
   9. How to obtain a final grade for DL courses

C. Getting questions answered
   1. College website and MyGWC
   2. Class schedule vs. DL guide vs. catalog - what to use and when
   3. Online course syllabus and telecourse “Student Handbook”
   4. Course web sites
   5. Different contacts for different questions
      a. Admissions & Records
      b. Counselor
      c. DL department staff
      d. Instructor
   6. Protocol and options for contacting instructor
      a. Email
      b. Discussion board
      c. Telephone
      d. On-campus visit

D. Managing expectations: DL vs. on-campus classroom courses
   1. Relative difficulty
   2. Reading requirements
   3. Interaction with instructors and fellow students
   4. Typical instructor response time in DL courses
   5. Assignment schedule [Note: Just as for traditional classroom courses, all coursework must be completed and delivered on schedule.]
6. Written work [Note: Just as for traditional courses, all written work should reflect good English.]
7. Response time for scores on quizzes, assignments, and exams
8. Code of conduct (rules and punishment for academic dishonesty)

E. Dealing with technical challenges
   1. When and where to view telecourses
   2. Minimum hardware/software requirements for Internet courses
   3. What to do if servers goes down and a quiz or assignment deadline is missed
   4. Other typical problems and solutions

F. Studying at a distance
   1. Planning/time management
      a. Estimating study time
      b. Keeping up with email and assignments
      c. Allowing more lead or time.
   2. Becoming a self-directed/ self-disciplined/ self-regulating learner:
      a. Taking personal responsibility
      b. Working independently
      c. Being proactive and assertive
   3. Using communication skills
      a. Proper etiquette for e-communications
   4. Studying effectively
      a. Reading from computer screens
      b. Note taking
      c. Preparing for online quizzes and proctored exams
      d. Writing assignments (using Word’s "track changes" feature)
      e. Forming an e-study group or a face-to-face study group with fellow DL students
   5. Recognizing the most common mistakes of DL students
      a. Acknowledging online courses are as challenging as other instruction formats.
      B. Understanding assignments have due dates
      c. Knowing how to use required technology
      d. Accessing online classes on a frequent and regular basis

G. Using college services at a distance
   1. Producing assignments from accessing the Library's online resources.
   2. Demonstrating how to communicate with instructor using email
   3. Describing and using online services available on "MyGWC"

METHODS OF INSTRUCTION:
A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Reading Assignments
   Textbook
   Out-of-class Assignments
   Writing Assignments
1. Students will complete individual or small-group projects that demonstrate ability to solve typical challenges in distance education, such as how to schedule time and anticipate problems with assignments.

2. Students will complete individual or small-group projects that demonstrate ability to identify and use appropriate research techniques relating to information published on the Internet.

**METHODS OF STUDENT EVALUATION:**

- Midterm Exam
- Final Exam
- Short Quizzes
- Written Assignments
- Objective Examinations
- Report
- Projects (ind/group)
- Problem Solving Exercises
- Skills Demonstration

**Demonstration of Critical Thinking:**

1. Students will be required to identify problems or obstacles that impede their academic success in distance learning.
2. Students will be able to identify and explain techniques, skills or resources that can be used to solve DL problems.

**Required Writing, Problem Solving, Skills Demonstration:**

1. Students will complete individual or small-group projects that demonstrate ability to solve typical challenges in distance education, such as how to schedule time and anticipate problems with assignments.
2. Students will complete individual or small-group projects that demonstrate ability to identify and use appropriate research techniques relating to information published on the Internet.

**TEXTS, READINGS, AND RESOURCES:**

**TextBooks:**

   1st ed. Pearson Education Group, 2009

**LIBRARY:**

Adequate library resources include:

**Comments:**

**Attachments:**

[Attached Files]