Expectations for Students

Instructor Name – Pamela J. Lucas
Course Name - ED 327
Course Number – Literature for Young Adults
Course Section – 01

Computer
You must have access to a reliable computer (Mac or PC, not just an iPad or smartphone) with:

- A high-speed internet connection (E.g., Time Warner’s Roadrunner, DSL, etc.).
- The following hardware installed:
  - Speakers or earphones
  - Microphone?
  - Webcam?
- The following software installed:
  - Firefox browser
  - Flash
  - Acrobat Reader
  - Skype?
  - Microsoft Word?
  - Excel?
  - PowerPoint or PPT Viewer (free version)

Important: You are expected to have an alternate plan to connect to the internet (e.g., public library computer, Alverno’s computer lab, etc.) in case your home internet connection is interrupted for a period of time or if your home computer is not working.

Telephone
You must have access to a phone for phone conferences I schedule with you throughout the semester.

Technical Knowledge
In this class, it is assumed that you can proficiently:

- Send emails and attach files to email.
• Use a web browser such as Firefox or Internet Explorer
• Create, save, and manage files on your computer.
• Know how to install software on your computer.
• Use standard PC/Mac applications like Word, Excel, and PowerPoint.
• Use standard Moodle functions such as: uploading files; participation in online chat; communication by email, completing survey; using the dropboxes; etc.

Time Commitment
The following are the **minimum** time commitments for this class.

• Expect to spend at least X hours per week on homework outside of class.
• You should log on to our class in Moodle a minimum of X times per week.

You may also be asked to attend class in person and/or online. See the
- Online and In-Person Attendance section of this document.

Netiquette
All students are expected to follow netiquette standards when participating in this class. The following is a link to *Online Etiquette (Netiquette): Good Practices for Communicating and Participating Online*, created by the Madison Area Technical College: [http://matcmadison.edu/online-etiquette-guide](http://matcmadison.edu/online-etiquette-guide).

Materials
All class materials will be posted on Moodle. In addition, I will post assignments and videos in our Moodle class. See the syllabus for details.

Assignments
- Individual assignments – To turn your assignments in, you will upload them through Moodle.
- Other assignments – The Lit. Plan will also be loaded to the DDP.
- Group activities – You are expected to participate in online discussion using Moodle Chat. There maybe opportunities for you to collaborate on projects online.
- Due dates – The due dates for assignments appear on your Moodle calendar and in your syllabus.
Online and In-Person Attendance
Your attendance is mandatory at the following online and in-person meetings:

- We will meet asynchronously online at least seven times.
- The class will meet in person at Alverno seven - eight times throughout the semester at the days and times listed in IOL. This meeting time is not flexible. You must be present in person at Alverno at these times.

Online and In-Person Class Participation
Your class participation will be assessed through:

- Online chat in Moodle
- Group discussion in Moodle
- In person at Alverno
- Assessment and other projects

Questions and Feedback
If you have questions about assignments, concepts in class, and so on, you can contact me at 414-382-6401. I will always get back to you within 48 hours.

I will provide feedback to you in the following format: email; online in Moodle. You will receive feedback from me within 7 to 14 days after the assignment’s due date.