Expectations for Students

Instructor Name – Rita Nawrocki-Chabin
Course Name - Curriculum, Instruction, and Assessment
Course Number - LTM 632/LTM 632A

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 software installed:
  - Firefox browser
  - Acrobat Reader
  - 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 and PowerPoint.
- Use standard Moodle functions such as downloading assignments, viewing websites, and using forums to connect with peers in small group format.
Time Commitment
The following are the minimum time commitments for this class.

- Expect to spend at least 5 hours per week on homework outside of class.
- You should log on to our class in Moodle a minimum of 2 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 will be noted on the weekly class syllabus.
- Group activities – You will use Moodle to connect with small group members in order to discuss readings PowerPoint presentations, and collaboratively engage in a group project.
- 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:

- The class will meet in person at Alverno 6 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.
- Group phone conferences--I will schedule periodic meeting times for groups to discuss your progress. I will work with you to find a time slot that works for the group.

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

- Phone conferences
- In person at Alverno
- Moodle participation

Questions and Feedback
If you have questions about assignments, concepts in class, and so on, you can contact me at rita.nawrockichabin@alverno.edu or 414-382-6414 or 414-747-1326. I will always get back to you within a reasonable period of time.

I will provide feedback to you electronically on those assignments that will be submitted electronically. You will receive feedback from me 3-4 days after the assignment’s due date.