Student Expectations for MGT 400

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
- The following software installed:
  - Firefox browser
  - Flash
  - 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.

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: upload files, view videos, complete feedback surveys, and participate in discussion forum.
Time Commitment

The following are the minimum time commitments for this class.

- Expect to spend at least 4 hours per week on homework outside of class.
- You should log on to our class in Moodle a minimum of 3 times between classes to participate in advanced forum discussions.
- The class will meet online 4 times on alternate Tuesday evening sessions 2, 4, 6 and 8. This meeting time is asynchronous which means you can complete the online class assignments at your convenience as long as you complete them and the homework prior to the following class. You should expect to spend 2-3 hours completing each online class. This is in addition to homework expectation of at least 4 hours between classes.
- The class will meet in person at Alverno 4 times on the following Tuesday evenings starting at 6 pm: sessions 1, 3, 5 and 7. You must be present in person at Alverno at these times.

Netiquette

All students are expected to follow netiquette standards when participating in this class.

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 after each class.
- Due dates – The due dates for assignments appear on your Moodle calendar and in your syllabus. All homework is due by 10 pm of the following class.
- Online and In-Person Attendance

Your attendance is mandatory at the following classes on campus:

- The class will meet in person at Alverno 4 times as noted above.
Online and In-Person Class Participation
Your class participation will be assessed through:

- Group discussion in Moodle
- In person at Alverno

Questions and Feedback
If you have questions about assignments, concepts in class, and so on, you can contact me at dena.lieberman@alverno.edu. I will make every effort to get back to you within 24 hours between M-F.

I will provide feedback to you in the following format: written feedback uploaded to Moodle and oral feedback. You will receive feedback prior to the next class and within one week after the assignment’s due date.