Student Expectations

Instructor Name – Patricia Luebke

Course Name - Behavior And Classroom/Community Environment For Students With Cognitive (section C), Specific Learning (section A), or Emotional/Behavioral Disabilities (section B)

Course Number – SPE 635

Course Section – A, B, and C

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
  - 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 ALL standard Moodle functions

Time Commitment
The following are the **minimum** time commitments for this class.
● Expect to spend at least 4 to 6 hours per week on homework outside of class.
● You should log on to our class in Moodle a minimum of 3 to 5 times per week.
● The class will meet in person at Alverno 6 times at (5:30 PM) throughout the semester. This meeting time is not flexible. You must be present in person at Alverno at these times.
● You are responsible for online class and discussions for each week during the semester.

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 discussed in class.
- Group activities – You are expected to make yourself available for group members to meet with you in person, via phone, and/or online. When meeting online, you and your group members will use Moodle for your online meetings.
- 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 online (at the same time) each week throughout the semester.
- The class will meet in person at Alverno 6 times throughout the semester at (5:30 PM).

Online and In-Person Class Participation

Your class participation will be assessed through:

- Online chat in Moodle
- Group discussion in Moodle
- Phone conferences
- In person at Alverno
- Other participation activities/events as assigned

Questions and Feedback

If you have questions about assignments, concepts in class, and so on, you can contact me at patricia.luebke@alverno.edu. I will always get back to you.

I will provide feedback to you on Moodle. You will receive feedback from me within 7 days after the assignment’s due date.