

Expectations for Students

Faculty – Edit this document to include **specific information for your class**. Add or delete bullet points as appropriate for your course. Not all headings will relate to all courses. Delete those that do not apply. Email the completed form to Pat Hartmann. (pat.hartmann@alverno.edu) As students register for your course they will receive an email directing them to a link to this information.

Instructor Name -

Course Name -

Course Number -

Course Section -

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?
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- The following **software** installed:
 - Firefox browser
 - Flash
 - Acrobat Reader
 - Skype?
 - Microsoft Word?
 - Excel?
 - PowerPoint or PPT Viewer (free version)
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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: _____.
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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://madisoncollege.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 – Discuss here _____
- Group activities – How should the group meetings be handled? What are your expectations – e.g., You are expected to make yourself available for group members. Do people meet in person, on the phone, chatrooms, iEtherpad? What are the expectations? What tools will group members use to collaborate? File sharing/collaboration software?
- 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:

- Faculty – If you are going to have online synchronous meetings, then include the following information: The class will meet online (at the same time) X # of times throughout the semester at the days and times listed in IOL. This meeting time is not flexible. You must be interacting with the class online at these times.
- The class will meet in person at Alverno X 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.
- Faculty – If you are going to have phone conferences, then include the following information: Individual phone conferences – I will schedule periodic meeting times between the two of us to discuss your progress. I will work with you to find a time slot that works for both of us.

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
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Questions and Feedback

If you have questions about assignments, concepts in class, and so on, you can contact me at _____. I will always get back to you within _____.

I will provide feedback to you in the following format: _____. You will receive feedback from me _____ days after the assignment's due date.