

EASTERN WYOMING COLLEGE

HMDV 1025 Fall 2013
Orientation to Distance Learning

1 Credit Hour

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Course Description

This course provides an overview of the elements required for successful distance learning. Technological skills and learning strategies necessary for effective interaction with distance courses will be the focus of this interactive orientation. This course is highly recommended for anyone who enrolls in a distance education course.

Course Rationale

Students often approach new learning modes without adequate understanding of the learning strategies and technological skills needed for responsible participation. This course will address those issues.

Instructional Media & Resources

Required Textbook: *Successful Online Student Handbook*, by Davis, 2013. ISBN: 9781490406329
Available in paper or e-book.

Course Objectives

At the conclusion of this course the student should be able to:

- Use vocabulary relevant and appropriate to distance education in ways that demonstrate an understanding of the concepts they represent
- Compare distance delivery modes with respect to communication, benefits, and concerns
- Describe the traits necessary to be a successful distance student
- Formulate a plan to apply the concepts of: time management, task management, study strategies, resource logistics and management, and course interactions
- Determine your personal level of comfort with regard to distance education and each of the delivery modes
- Participate in course activities through the use of synchronous and asynchronous communication tools, online course tools, and content resources.

Course Outline

Timeline	Topic/Project	Special Meetings
Week 1½	Getting Started Intro to distance learning	
Week 2	Information technology	Online Chat
Week 3	Time management	Teleconference
Week 4	Learning strategies Online Tutoring	Web Conference
Week 5	Compare distance modes	Video Conference
Week 6	Managing distance learning	

Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlined in the current Eastern Wyoming College Catalog. A student may request a withdrawal from the instructor. Because this course does not generally meet "face to face" with other students or the instructor, participation in the course means interacting with the class website in course discussions and submitting completed assignments in a timely manner. Students may be withdrawn by the instructor for lack of participation in any 20% of the course activities.

Course Work

Tests

There will be no tests for this course. Instead, activities, application exercises, and experiences will be assigned so that students will have the opportunity to demonstrate and discuss their learning. These activities will be critical for students to achieve the course objectives.

Activities

Numerous activities will be available for students to explore aspects of their own learning process. These activities will contribute toward achieving the course objectives.

Written Assignments

Students will have the opportunity to discuss their learning experiences with their classmates through online discussion. A written summary of each week's discussion topic(s) will contribute toward achieving the course objectives. A comparison paper and a learning plan will be written to achieve two of the course objectives.

Practical Application Exercises

Many processes associated with activities or assignments are also learning opportunities. The successful completion of these practical applications will contribute toward achieving the course objectives.

Scheduled Meeting Times and Other Distance Learning Experiences

There will be four (4) meetings using live distance interactivity tools. These meetings are necessary to provide the student with a variety of distance learning experiences. Students must attend all four events; typically two options for attendance will be made available. Students must arrange to participate in these learning events. See the class schedule for details. Additional distance learning experiences will be carried out without having to meet on a specific date or time.

Course Expectations

Due Dates

Due dates provide structure to the course and support meaningful student interaction. It is each student's responsibility to learn and help others learn by working within the scheduled due dates.

Evaluation Criteria

Written assignments will be graded according to a content rubric. Activities, practical application, and distance learning experiences will be tracked based on participation and/or completion.

Behavior

A meaningful learning experience requires minimal standards of respect and consideration for others. It is not possible to provide an inclusive list of all disrespectful, disruptive behaviors. The mature college student will recognize the following as being unacceptable:

- negatively challenging an instructor online (make an appointment to discuss conflicts privately or through e-mail)
- use of disrespectful language in online discussions or e-mail

Standards for Course Work

Written assignments will be submitted as an electronic file, created by a word processor, and will demonstrate thoughtful content development.

Participation

Learning in this course is somewhat dependent upon the participation of all students. Class discussions and live meetings require active participation by all class members to make those experiences meaningful. Efforts will be made to organize class meetings around student schedules and should provide ample time for personal schedule rearrangement as necessary.

Grading Criteria

Students are evaluated solely on their ability to demonstrate achievement of the course objectives. Student achievement of objectives will be based on participation in activities, distance learning experiences and practical application, and on quality of written assignments. Objectives are achieved by completing course assignments and will be scored according to a 4-point rubric. Specific grading criteria and scoring rubrics will be made available to the student prior to assignment submission.

The final grade will be assigned based on the following:

- A Achievement of all course objectives, each with a rubric score of "4"
- B Achievement of all course objectives, each with a minimum rubric score of "3" (but not all with a score of "4")
- C Achievement of all course objectives, at least one objective with minimum rubric score of "3" and minimum rubric score of "2" on remainder
- D Achievement of all course objectives, each with a rubric score of "2" or less, or incomplete achievement of some course objectives.
- F Non-achievement of all course objectives

Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

General Education Requirements

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Debbie Ochsner or Tom McDowell as soon as possible so that arrangements may be made. Further explanation of services can be found in the "Services for Disabled Students" section of the Support Services chapter in the College Catalog.

Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.