## **Course Expectations**

### **Tips for Success**

The following expectations will help you be successful in this course. Please carefully review these expectations and follow them.

1. Log into the course several times each week to check the course content, announcements, conversations, and discussions.
2. Keep up with the weekly readings and assignments. Students who keep up with the weekly reading and assignments tend to do much better in an online course than those who do not.
3. Please do not miss an assignment deadline. Refer to the course schedule/calendar to ensure that you submit assignments on time.
4. Remember that academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule of the University of Central Florida’s Student Handbook. See [http://www.goldenrule.sdes.ucf.edu](http://www.goldenrule.sdes.ucf.edu/)/ for further details

### **Notifications**

Each semester, review your Notification settings to make sure you receive course information in a timely manner. Use this [notification guide](http://guides.instructure.com/s/2204/m/4144/l/45879-how-do-i-change-my-notification-preferences-in-canvas) to make adjustments.

### **Conversations**

[Conversations](http://guides.instructure.com/s/2204/m/4152/l/40303-how-do-i-access-the-conversations-inbox) will be an integral part of this course. Make sure you:

1. Check your inbox at least twice per week (more often is better).
2. Be patient. Don’t expect an immediate response when you send a message. Generally, two days is considered reasonable amount of time to receive a reply.
3. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom.
4. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
5. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or message).
6. Break up large blocks of text into paragraphs and use a space between paragraphs.

### **Interaction Guidelines**

Many of the "rules of the road" that apply to conversations also apply to the use of interactive tools used in this course. Use the following conventions when interacting with the instructor and fellow students:

1. While using synchronous tools, such as chat and conferences, be located in a quiet, private environment.  This will help you stay clear of disturbances.
2. If you want to send a personal message to the instructor or to another student, use conversations rather than the discussions (see Conversations).
3. Be patient. Don’t expect an immediate response when you post to a discussion.
4. Respect each other’s ideas, feelings and experience.
5. Be courteous and considerate. It is important to be honest and to express yourself freely, but being considerate of others is just as important and expected online, as it is in the classroom.
6. Explore disagreements and support assertions with data and evidence.
7. Be sure to post discussions in the appropriate discussion topic.
8. Do not use postings such as "I agree," "I don’t know either," "Who cares," or "ditto." They do not add to the discussion, take up space on the Discussions, and will not be counted for assignment credit.
9. Avoid posting large blocks of text. If you must, break them into paragraphs and use a space between paragraphs.
10. During a discussion assignment, deadlines for posting to and replying will be specified with each assignment. It is a good practice to always check the discussions tool multiple times during the week.

### **Netiquette**

"Netiquette" has evolved to aid us in infusing our electronic communications with some of these missing behavioral pieces. "Emoticons" and other tools have become popular and I encourage their use when it will add to the clarity of your communication.

Netiquette continues to evolve and I am sure that we will have constant additions to this growing language. The important thing to remember is that all of the "cute" symbols in the world cannot replace your careful choice of words and "tone" in your communication.

### **Viruses and Redundancy**

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course. [AVG](http://free.avg.com/us-en/homepage) is a great, free antivirus program. [Malwarebytes](http://www.malwarebytes.org/" \t "_blank) is a great anti-malware program

Also, back up your files using [Microsoft Skydrive](https://publishing.ucf.edu/sites/itr/cst/Documents/service%20desk/Knights%20Email%20-%20Outlook%20Web%20App%20-%20Sky%20Drive.pdf) through Knightsmail. "My hard drive crashed." "My modem doesn’t work." "My printer is out of ink." These are today’s equivalents of "My dog ate my homework." And these events really do occur and they are really inconvenient when they do. However, these are not valid excuses for failing to get your work in on time.

### **Technical Resources**

* UCF’s [Learning Online](http://learn.ucf.edu/) website provides information about [Support Services](http://learn.ucf.edu/support/support-services/) and resources available for distance learners (e.g., UCF Service Desk, UCF Computer Store, and campus computer labs).
* [Online@UCF Support](http://learn.ucf.edu/support/) provides technical support for students taking online courses at UCF.