

EDUC C095N: ACADEMIC EXPECTATIONS IN ONLINE COURSEWORK

Item	Value
Curriculum Committee Approval Date	04/22/2022
Top Code	493013 - Academic Guidance
Units	0 Total Units
Hours	6 Total Hours (Lecture Hours 6)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course prepares students for successful online coursework by helping students to understand the academic expectations of the college and instructors- including both coursework content and submission formatting- through utilizing course materials and instructor feedback. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Recognize general and specific academic expectations for online courses and apply these expectations to assignments, discussions, quizzes/tests, and other course submissions.

Course Objectives

- 1. Deconstruct course syllabi, assignment descriptions, rubrics, and instructor feedback in order to understand what is expected of them for an online course.
- 2. Identify and organize important course dates and deadlines.
- 3. Compose an appropriately formatted sample written assignment utilizing word processing software.

Lecture Content

Understanding academic expectations Decoding the syllabus, assignment descriptions, and rubrics Tracking dates and deadlines Using feedback and understanding scores Relative difficulty File and paper format Canvas Using the calendar Understanding grades Basic word-processing Paper formatting (spacing, text size, typeface, etc.) Spelling and grammar checker File management OneDrive and cloud storage How to save and access different file types (creating folders, locating files) Uploading and downloading files Organizing data File sharing Avoiding plagiarism Defining plagiarism Resources for citations Evaluation

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

A variety of instructional techniques will be used for the diverse skill levels and learning styles of the students. These may include lecture, practical skills demonstration, activity-based instruction, class discussions, collaborative learning, and facilitation of personal reflection. Opportunities for live coaching will be provided for students who need extra support.

Reading Assignments

Assigned readings may include textbook excerpts, online lectures, and outside web resources.

Writing Assignments

Writing assignments may include online discussions and a short essay.

Out-of-class Assignments

Out-of-class assignments may include library workshops and performance tasks submitted using the features and functions of the Learning Management System.

Demonstration of Critical Thinking

Students will use course documents and other content to evaluate the expectations of an online course.

Required Writing, Problem Solving, Skills Demonstration

Performance tasks will be required of students to demonstrate they can successfully perform the typical skills required of distance learning students in accordance with stated academic expectations.

Eligible Disciplines

Education: Masters degree in education OR the equivalent. Masters degree required.

Other Resources

1. Online Library webpage and workshops 2. OEI Online Learning Readiness Tutorial: Organizing for Online Success