

Recommended Online Course Outline Additions Santa Ana College

The following topic additions are recommended for Online Course Outlines:

- Course location
- When and how to contact the instructor
- Expected response time on questions
- Exact deadlines (date AND time) for “due dates”
- Attendance policy, including No Show criteria
- How to get help

Sample verbiage for instructors to include and adapt:

Course Information

Course Site: Our course can be accessed at <http://rsccd.blackboard.com>. You may access our Blackboard (Bb) course site from home, the library or the student labs at SAC. When you are officially enrolled in the class and the class has been made available to students, you will have access to our class on the college Blackboard site. The student is expected to monitor the Blackboard web site and complete all assignments in a timely manner. Students are expected to login at least every two days.

Communication: The primary sources of communication in this course will be through the discussion board and by email. Please be sure to have a current working email address in your **Blackboard** profile.

Personal Issues: For questions regarding personal issues such as a grade on a specific assignment, please communicate with me via email. Emails must include our Course Section Number (e.g. 65824), your name and the subject, in the subject line. (e.g. 65824 Your Name – Project #4 Question)

I will generally respond to emails within 24 hours between Monday 9am and Friday 4pm if they have the section number in the subject line. Emails received over the weekend will be answered on Monday. Responses to emails without the proper subject information will be delayed.

Assignment and Course Questions: For questions about specific assignments, course or Blackboard, please refer to our “Frequently Asked Questions”. If an answer to your question cannot be found, please **post a question on our discussion board**. Students are encouraged to post answers to each other’s questions. I will check the board at least once each day to post answers during the school week (see above).

Deadlines: All Assignments, Online Quizzes, and Discussion Boards, must be completed by the end of the week (Monday 6:00am deadline) in order to receive credit.

Academic Honesty Policy: You should be familiar with the [Academic Honesty Policy at Santa Ana College](#). There is absolutely NO tolerance for cheating in this class. Academic dishonesty or cheating is defined as an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization. *This includes assisting other students in acts of dishonesty or coercing students into acts of dishonesty, whether it is in coursework or on exams.* Any student caught cheating or assisting another student in the act of cheating, will receive a zero score for the assignment or quiz. Students will be reported to the Dean of Student Development upon a second breach of the Academic Honesty policy. *If you have any questions regarding this policy or application of this policy, please let me know.*

Course Policies

Attendance Policy: In accordance with the college drop policy, students who do not access the class web site or submit the “first assignments” by the due date may be dropped as a no show. Students who fail to turn in the weekly assignments and or participate in the discussion boards will be considered “absent” and may be dropped from the class for “excessive absence.” Students are responsible to officially drop the class or they will receive a letter grade based on their performance.

No Show Drop: In this course, you must complete all of the following activities by Friday of the first week of classes or you will be dropped as a “No Show”:

1. Send your instructor an email using the following subject: BUS100 – Your Name – First Email
2. Post a new thread on Discussion board Week #1, following directions described in the thread, and respond to at least two students
3. Complete the Orientation Quiz

Excessive Absence Drop: If two consecutive weeks of non-participation is observed by the instructor the student will be dropped.

Accommodations for Disabilities: Disabled Student Programs & Services Statement

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in U-103, and their phone number is 714-564-6264. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation, they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

Additional Information

Update your Email: Login to [WebAdvisor](#), click on “Address Change”, Enter your Email Address, Click “Submit”, and “Log out” to exit. Please see the Distance Education website for further details: <http://sac.edu/disted>

Questions: If you have any trouble logging in, or with Blackboard, please contact the instructor. As a secondary means of contact, you may use the Distance Education Student Help and Frequently Asked Questions page (<http://sac.edu/disted>). If necessary, contact them directly at (714) 564-6725, or A-101.

Preparation: Are you ready for Online Learning? Do you have the necessary Blackboard skills?

- This course is geared for students who are self-directed, manage their time and have basic computer skills.
- It is mandatory to be able to use the Internet and type all assignments.
- Complete the “SAC Student Online Orientation”, under “My Organizations” on the Blackboard homepage. It will allow to you become familiar with Blackboard, learn about time-management, learning styles, and will help you to determine the best approach for you in an online course: <http://rsccd.blackboard.com>
- Complete “Bb Basics for Students”, under “My Courses” on the Blackboard homepage. It will familiarize you and give you practice with the necessary skills that you will use in our course.

Expectations: This is a college level course. Many students expect that an online course will be easier, or entail less time. This is not true. This online class will take just as much time as a traditional classroom course. College credits are based on the Carnegie Unit, the structure of the US Education system, for a system of “units”. One semester unit represents one lecture hour of required classroom time and two hours of student preparation time. Thus, our three unit course requires, 3 lecture hours and 6 hours of student preparation, or approximately 9 hours total, per week that you will need to spend on this course.



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