**Syllabus**

**Student Success 10: Preparing for Online Learning (asynchronous)**

**Instructor**

Rebecca Stern

* Email: Rebecca.h.stern@kp.org
* Phone: (510)(231)(5168)
* Office Hours: 9:00 AM to 5:00 PM

**Course Description**Designed to address the questions of many students new to online learning, the Student Success Online course provides numerous self-assessments and practices to help students evaluate their readiness for online learning. Best practices for interacting online and maximizing the tools provided by the student's Learning Management System (LMS) are demonstrated using discussions, interactive examples, and simulations. Tips for success with online study skills are provided from a real-world real-student perspective.  
  
**Course Outcomes**At the end of this course, students will be able to:

* Self-evaluate readiness for online learning
* Self-assess and interpret the following personal qualities for the purpose of enhancing the online learning experience:
  + Strengths and weaknesses
  + Study Habits
  + Online learning readiness
* Apply time management and stress management strategies inside and outside of the online classroom
* Navigate the Learning Management System (LMS)
* Communicate professionally and effectively online
* Apply reading, writing, and studying, best practices in the online classroom
* Use Microsoft Word to correctly format a paper
* Adhere to guidelines for giving and receiving constructive feedback in the online classroom
* Create email accounts and learn how to use Gmail
* Self-assess technology needs for online courses

**Lesson breakdown**

Every lesson has an instructor presentation, self guided presentation, quiz and additional activities such as written assignments and forum posts. You cannot access the quizzes unless you watch the self-guided presentations. The extra activities are encouraged but not counted towards your certificate.   
  
**Activities***Student Success Online* is made up of numerous graded and ungraded activities listed here:  
  
**Graded Activities**

* Quizzes
* Two written assignments

**Ungraded Assignments**

* Instructor and self-guided presentations
* Online self-assessments
* Reading assignments
* Web searches.

**Grades**The table below shows the assignment types contained within this course, and whether they are optional or not. \*Those that are not optional but not counted means that students are not graded on them but they are unable to take their graded quizzes until they taken them.

|  |  |
| --- | --- |
| **Activity Types** | **Optional for certificate** |
| Instructor Presentations | Not optional but not counted |
| Self Study Presentations | Not optional but not counted |
| Skill Builders (Writing Assignments and Analysis Exercises) | All optional except for two |
| Quizzes | Counted towards certificate |
| Online Discussion Boards | All optional |

**Certificate Options**

|  |  |  |
| --- | --- | --- |
| **Hour** | **Certificate** | **Breakdown** |
| 15 hour | 15 hour | All quizzes and two written assignments |
| 10 hour | 10 hour | First five quizzes and three of choosing |
| 8 hour | 8 hour | First five quizzes |

**Course Participation**Unlike a traditional, instructor-led course, you do not need to show up to class at a specific time every day to earn your class participation grade. Participation will be taken from your quizzes.

**Online Etiquette**The objective in an online discussion is to be collaborative, *not* combative. Please, proofread your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more "traditional" classroom setting.  
  
**Academic Honesty and Freedom Policies**

**Please refer to the student handbook for all Academic Policy Literature.**

[**http://www.kpsahs.org/Catalog\_2015\_rev6\_Sept2015.pdf**](http://www.kpsahs.org/Catalog_2015_rev6_Sept2015.pdf)

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