

# Bellevue College Online Learning Workshop: Strategies for Student Success Online Syllabus - Summer 2016

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## **Course Information**

### **Course Outcomes - Purpose**

The Online Learning Workshop is a four-day, interactive workshop for students who are new to online education.

The purpose of the workshop is to help students understand how to learn effectively online and to give them hands-on experience working with an experienced online instructor.

### **Workshop Outcomes**

By the end of the workshop, students should be able to:

1. Identify elements of the syllabus
2. Send an email to the instructor through the Canvas Inbox tool
3. Create an original post in a discussion thread, and respond to a classmate's post
4. Submit an assignment with an attachment
5. Navigate the Bellevue College website to discover additional campus resources

### **How Outcomes will be Met**

The overall course outcomes will be met through a series of assignments divided up into daily module units. Each module lists the assignments and corresponding module outcomes.

## Assignments

Throughout the four days of the course, you will work on various assignments designed to match the stated course outcomes. The assignments are listed in this section, but also at the bottom of the syllabus. The links there are organized according to due date and are connected with your Canvas Calendar.

<b>Day 1 Assignments</b>			
Pre-Workshop Survey			
Compose a message to the instructor	<b>Day 2 Assignments</b>	<b>Day 3 Assignments</b>	<b>Day 4 Assignments</b>
Download and fill out questionnaire	Collaborate Session review	Finding campus resources online	eLearning Candidate assignment
Syllabus Quiz	Submit Questionnaire		Workshop Evaluation Survey
Introduction discussion			

## Grading

The assignments in this course are graded on complete/incomplete. There are rubrics attached to each assignment that list the criteria for completion.

The link to the College Grading Policy is located on page 10 of the Course Catalog and also on the web at:

[http://bellevuecollege.edu/policies/3/3000\\_grading.asp](http://bellevuecollege.edu/policies/3/3000_grading.asp).

When you submit the final assignments on Day 4, the workshop will be completed. The instructor does need additional time to finish grading and commenting on all completed work, so expect everything to be finished and returned within a week (7 days) of the end of the workshop.

## Books and Materials Required

All the materials required for this course will be provided online. The only thing you need is computer access and a stable internet connection.

## **Classroom Learning Atmosphere**

### **Instructor's Expectation**

The expectation is that the students participate in the course according to the listed prompts and instructions given. All assignments must be completed by the due date. No late work can or will be accepted.

### **Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. <http://bellevuecollege.edu/about/goals/inclusion.asp>

### **Division Statements**

Information about Bellevue College's copyright guidelines can be found at: <http://bellevuecollege.edu/lmc/links/copyright.html>

A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

### **Plagiarism checking software: Turnitin**

In this course, we will be using [Turnitin](#), which is Bellevue College's plagiarism checking service. It is integrated in Canvas, so you won't need to do anything other than submit the assignments.

### **Student Code of Conduct and Academic Integrity**

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific

student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at

[http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

## **Netiquette**

Although we abide by the Student Code of Conduct, appropriate behavior in an online environment is all about common sense. We must treat each other with respect and dignity. No disrespect nor attacking anyone will be tolerated. If you've not spent much time in an online community, read through this [guide about Netiquette](#) to help further your understanding of appropriate conduct.

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## **Important Links**

### **Bellevue College E-mail and access to MyBC**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *MyBC*. To create your account, go to: <https://www.bellevuecollege.edu/netid/>

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Computing Services website](#).

Make sure to browse [eLearning at Bellevue College](#) site.

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### **Disability Resource Center (DRC)**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or 425.564.2764. ASN is located in the Library Media Center in D125. [www.bellevuecollege.edu/autismspectrumnavigators/](http://www.bellevuecollege.edu/autismspectrumnavigators/)

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

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## **Public Safety**

### **Public Safety and Emergencies**

Public Safety can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at <http://www.bellevuecollege.edu/alerts/?ref=footer>

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

### **Major Emergencies**

If a major emergency occurs, please follow these two rules:

1. Take directions from those in charge of the response -We all need to be working together.

2. Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

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## Calendar

### Final Exam Schedule

There is no final exam for this course. The final item to be done in the workshop is the workshop survey. If you wish to see a list of assignments in this course, please visit the Course Calendar page or look at the calendar at the bottom of this syllabus.

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### Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
  - College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
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## Course Calendar

Assignment	Due Date
Compose a message using Canvas inbox	Day 1 by 11:59pm
Introductions discussion	Day 1 by 11:59pm
Syllabus Quiz	Day 1 by 11:59pm
Questionnaire	Day 2 by 11:59pm
Collaborate Session Discussion	Day 2 by 11:59pm
Finding Campus Resources	Day 3 by 11:59pm
eLearning Candidate	Day 4 by 11:59pm
Workshop survey	Day 4 by 11:59pm

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### Additional Information

This workshop is designed to help you gain a basic understanding and familiarity with Canvas as an online platform. Although there are many aspects to online learning that can't be covered in four days, I hope you both enjoy the workshop and come away with a greater understanding of the online learning environment at Bellevue College.

I am here for you. If you have questions, please email me or post them in the General Questions about the Course discussion thread.

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