



You've chosen an online class. Maybe you did it because you're completely comfortable with using technology to achieve your goals. More likely you've made the choice because of a personal need, such as a difficult life schedule or because this was the only one you could get into. Regardless of why you're here, it's my responsibility to help you as much as I can to be successful.

So, just in case this is your first online class or you're feeling a bit apprehensive about getting started, I'm going to offer some ideas about this class that may help.

In this lecture...

- **BENEFITS & BURDENS**
- **COMMUNICATION**
- **KEEPING ON TRACK**
- **EMERGENCIES**

I prepare many lectures in this sort of format. I tell you what the lecture will be about, and then I try to cover each point. All lectures are offered in both a video format and PDF format so you can watch and listen or print and read ... or both. If you ever have questions, please post them in the Q&A forum or send me an email. Now, let's get started.

Benefits & Burdens



Perhaps the most frequently mentioned benefit of taking an online class is the flexibility it affords. You're not tied to a set schedule of when to "be in class." Other benefits include being able to do coursework any time of day or night, not wasting gas looking for a parking place, saving on childcare costs, and not having to dress up or at all.

The most frequently mentioned burden is the requirement to consistently **perform**. The fact is, I can't tell if you're in the class if you're not participating. Unlike an onsite classroom where it's possible to walk in, smile, and nod knowingly but say nothing, in this class every student must contribute, and the contributions must come regularly. In fact, our class discussions count for the bulk of points available in this class.

Success in an online class is a bit like being given a length of rope. You might use the rope to craft a noose with which to assure your failure in the class. Or, you might use the rope to build a bridge to get you successfully to the end of this class. Please choose the bridge.



Keeping in touch is crucial. The primary means of communication is the BlackBoard discussion forum. There's a Q&A always at the top of the list of discussions, and each week there's at least one forum in which we will be working.

There are other ways to connect, too. There's email, text messaging, and phone calls. If you need to see me while we talk, we can even schedule a Skype call.

The main point here is to be proactive in getting questions answered as they come up. I can't help unless I know there's a problem, so don't wait until there's a crisis. Get in touch with me before you feel as if you cannot continue.

Keeping On Track

- **CLASS CALENDAR**
 - **BY THE DATE**
 - **BY THE HOUR**
- **ANNOUNCEMENTS**



This class runs by a schedule. Our day runs from midnight to midnight, and our weeks run from Monday through Sunday. Does this mean you must participate every day of the week? No. But you will need to start posting in discussion forums no later than Thursday of the week they are due, and any task for a week will need to be completed by 11:59 p.m. on Sunday... Pacific time. Do you have to wait to finish tasks for a given week? No. You may complete tasks early, and this works to your advantage especially if there are activities or other responsibilities you must tend to. Just do your work for this class, and go off to play with no guilt.

It's important to pay attention to announcements. Each time you visit the class site, read or watch whatever announcements have been posted since your previous visit. They often contain information critical to succeeding in the class. If an assignment due date is changed, it will be in an announcement. Guest lectures are often linked in announcements. Extra resources are posted in announcements. Tips for success are posted in announcements.

Emergencies

- **PERSONAL**
 - HEALTH
 - FAMILY
- **TECHNOLOGICAL**
 - YOUR TECHNOLOGY
 - CAMPUS TECHNOLOGY



The last concern is emergencies that might interfere with your ability to complete a task or the class. Regardless of the type of emergency, the only way we can deal with it is if you let me know it's happening. If you are ill or have a family crisis, a quick email can make the difference between being able to make special arrangements or not being able to complete the class.

HOWEVER, disappearing from class for two weeks then saying you've been sick or had a family emergency will NOT result in positive outcome. Nor will telling me you had to be on vacation for a couple weeks and want to make up work that was missed. Read the syllabus. I don't accept late work. However, if there is a true emergency, I can make an accommodation.

Problems with your computer, including files that disappear, viruses on the equipment, failure of hard disks, etc. are NOT acceptable reasons for missing a task. These are just the modern day equivalent of, "The dog ate my homework."

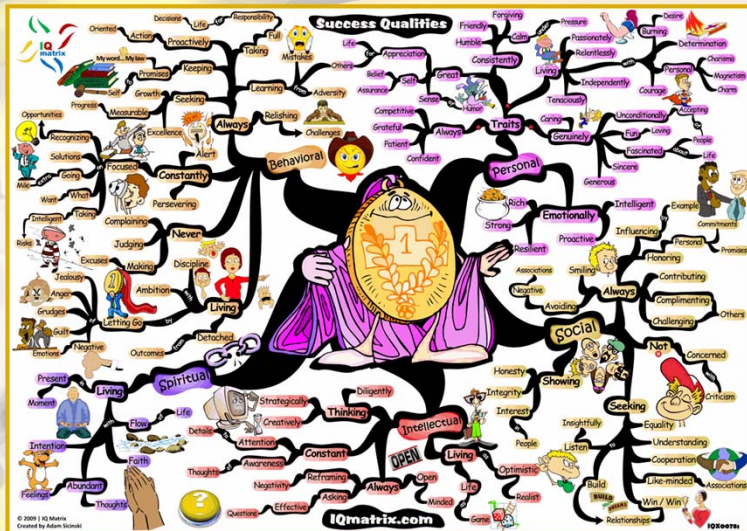
The only technological issues which will be accepted are those which affect the entire campus or region. For instance, if BlackBoard was offline for a period of time, the time a task was due would change. If the campus internet service was interrupted, additional time to complete tasks would be given. If the power was out in the city (not just at your home), an adjustment to the schedule would be made.

So, how do you prepare?

1. Make sure you know where you can use equipment if yours fails for any reason.
2. Back up ALL of your work frequently.
3. Work far enough ahead of due dates that if a small snafu happens, you won't be affected.
4. Enter my contact information in your phone so you can reach me in case of emergency.

Success is in YOUR Hands

CHOOSE WISELY



[HTTP://WALLPAPERS4U.YOLASITE.COM/SUCCESS-MONEY.PHP](http://wallpapers4u.yolasite.com/success-money.php)