



## Recommended Online Course Outline Additions

The following topic additions are recommended “starters” for Online Course Outlines:

*Sample verbiage for instructors to include and adapt:*

### Course Information

**Course Site:** Our course can be accessed at <http://rscdd.instructure.com>. You may access our Canvas 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 Canvas site. The student is expected to monitor our Canvas course 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 [Self-Service](#) and update your Canvas notifications to receive notifications by text or an additional email if you prefer.

**Personal Issues:** For questions regarding personal issues such as a grade on a specific assignment, please communicate with me via a Canvas message or 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 – Exam 1 Question). I encourage you to use the Canvas Inbox for messages.

I will generally respond to emails/messages within 24 hours between Monday 9am and Friday 5pm with a proper subject line. Emails/Messages received over the weekend will be answered on Monday. Responses to emails without the proper subject information may be delayed.

**Assignment and Course Questions:** For questions about specific assignments, this course, or Canvas, please refer to our course syllabus or assignment instructions. 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 listed due date and time. Due dates are noted in: Grades, Canvas syllabus page, module assignment listing, Canvas To Do list, and Canvas course calendar.

**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 College District through the Incident Reporting Form 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 course site and 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. Post a new thread on Discussion board Week #1, following directions described in the thread, and respond to at least two students.
2. 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. 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 [Self-Service](#), select “User Options” from the left navigation menu, “User Profile” and scroll down to edit your email address.

**Canvas Questions:** If you have any trouble logging in or with Canvas, please contact the instructor. As a secondary means of contact, you may use the Canvas toll-free 24/7 hotline, (844) 612-7428, the Distance Education Office via [Canvas Resources & Help](#) or the [Support Form](#), or the [Student Help Desk](#).

**Preparation:** Are you ready for Online Learning? Do you have the necessary Canvas 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 Quest for Online Success**” course, on your Canvas dashboard. It will allow you to become familiar with Canvas, learn about time-management, learning styles, and will help you to determine the best approach for you in an online course: <http://rsccd.instructure.com>
- Complete our “**SAC Student Canvas Training**”, on your Canvas dashboard. It will familiarize you with Canvas and give you practice with the necessary skills that you will use in our course.

**Exam Proctoring: [Assessments and how they are provided for your course should be clearly stated in your syllabi. This is your "contract" with your student. Students should know your requirements upfront! Include information regarding online exams and any proctoring requirements. If you use a proctoring method, this is a suggested approach.]**

This course requires student verification for our \_\_\_\_\_ assessments. You will need to use \_\_\_\_\_ (Faculty fill-in with **on-campus Assessment Center, on-site Proctoring** or **Proctorio, a web-based proctoring software**).

Proctorio requires a private closed-room, webcam, microphone, photo-ID and an internet connection using Chrome with the Proctorio Chrome Extension installed. VPN access and non-Chrome browsers cannot be used. If you have any concerns regarding this requirement, notify your instructor immediately.

**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.**

