

## Tips and Information about Online Learning for Woodbury College Students

### Attendance

You are expected to “attend” all classes. Online attendance is defined by your instructor, but is generally measured by a minimum of three postings each week over 3 different days. Some instructors require you to post your first response by a certain day, like Tuesday, to give more time to your classmates to respond.

### Participation

You are expected to participate thoughtfully and will be assessed on this in your online courses. Your participation will give you an excellent opportunity to practice critical thinking and effective writing, as well as respecting other points of view and opinions, providing feedback to others and summarizing information. These are critical skills in working as a professional.

Thoughtful participation requires that you do more than answer a question with a “yes” or “no” or simply that you agree or not. You must explain why you reach your conclusion, and your explanation must be based on or relevant to what is covered in the text and readings. Support your answer fully with your explanation, along with quotes or references from the readings or materials being analyzed, with a complete citation. When giving your analysis or opinion, always look at both sides of the argument. Think about what the opposing argument might be and touch on it or counter it in your discussion.

### Timely and Professional Posting

You must complete all postings and assignments in a timely and professional manner, in the week that it is due. It is important to understand that the “Forums” replace our “classroom discussion.” To have active discussion during any week, it must have some level of spontaneity, so you are encouraged to contribute ideas and responses when they occur to you.

Online learning is meant to fit into flexible schedules, but to work, everyone must participate in a timely manner so that participants have an opportunity to respond to each other’s questions and discussion.

We all want our online classes to be an open and honest sharing of opinions and ideas. Please remember to do this in a respectful manner. For example, limit your use of CAPITAL letters, as this is like “shouting” in internetese. No personal attacks of any kind will be tolerated.

At Woodbury, there is no such thing as a “stupid” question. We have found that almost always, when you have a question, one of your classmates also is wondering about a similar question. So please just ask! Ask about anything you don’t understand—whether it pertains to the course content or online mechanics. Generally, it is better to ask in your online course site so that others may benefit from the question and answer. However, if you don’t feel like doing this, at least email your instructor and ask.

You need to remember that, like on-campus instructors, different online teachers may structure their courses differently. The instructor is likely to be a stickler for these deadlines, so don’t post late! In

some online courses, you will need to post a minimum of three times over 3 different days per week. Other courses may have different requirements. However, all 10-week courses run for a full week, beginning each Sunday at 12:01 a.m. and ending on Saturday at midnight.

### **Computer-Related Issues**

Sometimes, our computers give us problems, but you can log onto your online course site from *any* computer that has internet access! Think about what your alternate plan will be if you experience computer-related glitches, because you are still expected to meet course deadlines. For example, you might be able to use computers with internet access at a friend's or family member's home. You might use your work computer. Most public libraries have computers with free internet access. You can use the Woodbury College computer lab or state or other college library or computer lab.

### **Woodbury Email**

You must use and regularly check your Woodbury email for your online course and for any correspondence from school. It's too confusing for staff and students to try to remember or track personal email addresses. In addition, the Woodbury server and email system is secure and protected from viruses that can threaten personal email systems. Like your online course, your Woodbury email can be accessed from any location that has a computer with internet access.

### **Academic Honesty**

Like in the face-to-face classroom, academic dishonesty in any form is unacceptable. As explained in the Woodbury College Academic Honesty policy:

The purpose of Woodbury College's policy on academic honesty is to maintain the highest standard of academic integrity, honor, and professionalism. Academic dishonesty is defined as any act that would have the effect of unfairly promoting one's own academic standing in the learning community, which includes, but is not limited to, the students, faculty, and staff of Woodbury College.

Acts of academic dishonesty include plagiarism; submission as one's own work homework assignments, papers, or other work products prepared in whole or in part by others; and fabrication or falsification of research results or data.