

WCTC New Student Orientation

Syllabus



Course Overview

Course Number and Section	CRN	Credits	Hours	Semester	Year
099-123-001	5055	1	16	Summer	2018

Offering Format:	Face-to-face
General Course Schedule:	Weekly Online Learning Modules
Course Description:	This course provides an overview of the learning technology students will use in the classes at WCTC.
Prerequisites:	None
Textbook(s):	None

Learning Facilitator/Instructor

Name	Email	Phone Number
WCTC Instructor	yourinstructor@wctc.edu	(262) 691-wxyz

Preferred Communication Method:	<i>Remind</i>
Expectations for Response Time:	Your learning facilitator will attempt to respond to your communications and inquiries within 24 hours.
Office Location:	C-310
Office Hours:	On-Campus: <ul style="list-style-type: none">• Mondays, 3:30-4:30 pm• Tuesdays & Thursdays, 11 am to 12 pm• Other times by appointment. Online via weekly conferences held in the <i>Virtual Classroom</i> : <ul style="list-style-type: none">• Sundays, 8:15-9:15 pm• Other times by appointment.

Course Competencies

Once completed with this course, you should be able to:

- Login and navigate Blackboard
- Complete basic learning tasks and assignments in Blackboard.
- Send and receive an email from myWCTCmail Outlook application
- Access WCTC's online MS Office 365 tools
- Locate technology resources on the WCTC website

Linked Critical Life Skill(s)

Waukesha County Technical College strives to help students reach their full academic and career potential. Six critical life skills are purposefully integrated into campus activities and coursework. These critical life skills are:

- ❓ **Citizenship Skills:** Demonstrate local and global awareness, social responsibility, and effective engagement with diverse populations.
- ❓ **Communication Skills:** Communicate effectively in personal, academic, and professional interactions using appropriate modalities.
- ❓ **Critical Thinking Skills:** Evaluate pertinent information to reach an informed conclusion in personal, academic, and professional settings.
- ❓ **Problem-Solving Skills:** Solve personal, academic, and professional problems using disciplinary concepts and frameworks.
- ❓ **Relationship Skills:** Cultivate civil relationships to be effective in personal, academic, and professional life.
- ❓ **Self-Management Skills:** Apply methods of continuous personal, academic, and professional improvement.

Linked Program Outcomes

The New Student Orientation course is designed to develop and instill competencies vital to the success in your WCTC courses.

Technology Expectations

Required Technology

- reliable access to a computer
- a web browser, Google Chrome or Mozilla Firefox, with plug-ins (e.g., Java, Flash) to complete learning activities,
- a high-speed Internet connection.

Accessibility Policies

Click on the links below to review the accessibility policies for the organizations that provide technology tools used in this course:

- [Blackboard](#) (the course management system used by WCTC)
- [Google](#), [Apple](#), or [Microsoft](#) (developers of the most frequently used web browsers)

Required Technology-Related Skills

- Watch relevant media and review other online learning resources
- Complete online assessments
- Participate in online discussions on Blackboard
- Complete assignments posted on Blackboard
- Read online course information, announcements, and instructions on Blackboard
- Read WCTC announcements posted online at MyWCTC
- Review course grades and feedback on Blackboard
- Compose, send, retrieve, and reply to emails using your WCTC eMail address
- Create documents using Microsoft Word
- Upload Word documents to Blackboard

Technical Support

Students needing technical assistance may contact the WCTC Service Desk at 262-691-5555 or via email at servicedesk@wctc.edu. Additional technology support information is available online at <http://wctc.edu/current-students/technology/>.

Grading

Course Grade Components and Calculation

This course is ungraded and the activities and assignments are designed to help you successfully complete your regular WCTC courses.

Grading Scale

A	95 – 100	C	79 – 82
A-	93 – 94	C-	77 – 78
B+	91 – 92	D+	75 – 76
B	87 – 90	D	72 – 74
B-	85 – 86	D-	70 – 71
C+	83 – 84	F	69 or below

Assessment Feedback Guidelines

Students should typically receive instructor feedback on assessed activities submitted for grading **within 72 hours** of the respective assessment's due date. Such feedback may be delayed in the case of unique or unforeseen circumstances or when denoted as such within the specific assessed activity.

Your grades in this course are posted under the course menu item, My Grades, on Blackboard. You can see your current overall grade, including total points earned, percentage of total points possible earned, and WCTC letter grade, as well as individual assignment grades with feedback.

You are strongly encouraged to check your grades on blackboard daily. If you have any questions about your grades and feedback, contact me immediately.

Course Policies

Attendance

Attendance in this class is required.

Late Work

Unless otherwise noted on the course schedule, all assignments are due at 11 pm CST on the due date. Take the time right now to put important deadline in your calendar and planner. Plan for inevitable technology and other issues by working on assignments ahead of deadlines.

Learning Environment Etiquette

WCTC maintains a Student Code of Conduct (<https://www.wctc.edu/handbook>) that governs student behavior and activities across all WCTC course offerings to foster a positive and welcoming environment for all learners. Please be sure to review the Student Code of Conduct to be aware of those expectations. Additional provisions related to course conduct and behaviors are as follows:

Etiquette guidelines for this course are posted under the course menu item, Syllabus and Schedule, on Blackboard. These guidelines help ensure that we maintain an atmosphere of respect, confidentiality, and professional demeanor throughout this course. In addition to the etiquette guidelines for this course, please review the [nine major tenets of the WCTC Civility Project](#) and pledge to honor these principles in this course (and in other settings at WCTC).

All your communications in this course, whether via email, telephone, discussion forum posts, or online chat, should exemplify the kind of high quality, professional, and respectful communications you would engage in within a valued workplace setting. To protect your privacy and confidentiality, send all eMail correspondence using only your WCTC eMail address.

Personal Electronic Device Use

The use of personal electronic devices is essential to your learning and success in this course.

Other Policies

eMail/Blackboard Access: It is crucial that you manage your time carefully and stay on track in this course. **You should log in to the course and check announcements and My Grades on Blackboard and check your WCTC email every day.**

Communications: I want you to learn and succeed in this course. If you are ever struggling to learn and not doing as well as you hoped, contact me immediately.

For Public Questions: If your question is relevant to other students in the course), post your question in the *Ask Your Learning Facilitator* forum or ask the question during a web conference so that everyone can benefit from my response.

For Private Questions: If your question is private and not relevant to other students in the course, please email me with your question using your WCTC email address or submit your question to me via Remind, so communications stay private.

Use Your WCTC eMail Only: If you send me an email from a personal (non-WCTC) email address, you will receive a polite reply asking you to resend your question using your WCTC email, so I can be sure only to communicate about private matters with you. If you need help accessing your WCTC email address, please visit the [computer labs](#) on campus or contact the WCTC Service Desk by calling (262) 691-5555 or emailing servicedesk@wctc.edu.

Learner Hours: When you can, please visit with me during on-campus office hours. If necessary, we can arrange an alternative day/time or meet online to discuss your questions or concerns.

Early Alert: If at any point during the course, I have concerns about your current grade, I may, at my discretion, prepare and submit an Early Alert referral to your WCTC advisor. The purpose of the alert is to share my concerns, so your advisor can reach out to you and help you develop a Student Success Plan. Typically, I will share my concerns with you first via an Instructor Concerns column in My Grades and via eMail or Remind.

When you are fully engaged in the course, you are most likely to learn and succeed. For this reason, if you do not complete the *****START HERE***** assignments *or* fail to do all assignments for two or more LEARNING MODULES, I may withdraw you from the class.

WCTC Student Support Resources and Policies

Waukesha County Technical College has numerous resources available to help you achieve your academic and career goals. Some of these resources include:

- Accessibility for Students with Disabilities
- Technology Support
- Academic Support Services
- Multicultural Resource Center
- Academic Advising Services
- Counseling Services
- Veteran Services

The College also maintains several campus-wide policies related to learning and the student experience that include:

- Anti-Discrimination
- Equal Opportunity
- Student Code of Conduct
- Academic Ethics

Detailed descriptions of these valuable resources and key policies, including the WCTC Student Handbook, are available online at www.wctc.edu/syllabus/. Carefully review this information to learn and succeed at WCTC.

Course Calendar

The current schedule for this class is posted under the course menu item, Syllabus and Schedule, on Blackboard. This schedule is subject to change. Post a copy of the schedule at your desk/computer workstation and place a copy in the inside cover of your textbook. The schedule identifies the learning modules, their focus and reading assignments, and major activities and deadlines. There are check boxes posted in front of each assignment (and due dates in parentheses at the end of each assignment) to help you track your progress in the course. Current assignments are also detailed within the Blackboard course menu item, LEARNING MODULES.

