On-Campus vs. Online Learning

Introduction
There are similarities between an online course and an on-campus course. Both include discussions, individual assignments, and group projects. Both utilize quizzes and exams to monitor how well you are learning the course material. Your online instructor will direct you through the course content and learning activities by posting announcements, delivering lecture materials, responding to questions, and giving feedback on assignments and exams.

Unlike on-campus courses, where you may show up for class, listen to lectures, and choose whether or not to play an active role in a discussion, the assignments for online courses require your participation. If you do not keep up with reading and homework, you will not be able to contribute meaningful, timely comments to the required online discussions.

Without a set class schedule and meeting place, online learning requires more self-motivation than a traditional classroom course. You must take more responsibility for your own learning.

Expectations
You are expected to
• Obtain all required reading/course materials by the first day of class.
• Generate and participate in discussions with the instructor and the other students. Discussions play a central role in the learning experience. For some assignments, you may be asked to serve as the facilitator, recorder, or participant. Keep up with the workload so that you can be an active participant in online discussions.
• Participate fully in team projects, when assigned. Your team members will rely on you to participate and contribute to the projects.
• Strive to meet deadlines and let the instructor know, in advance, if it becomes impossible to meet a deadline for a valid reason. If an unanticipated event occurs while you are taking the class, let your instructor know immediately and make every effort to get back on track as soon as possible.
• Respond to questions from the instructor within 48 hours.
• Submit your own work, completed for this course, for individual assignments.
• Complete all required assignments. A course grade will not be processed until all assignments have been finished and submitted to the instructor.
• Submit all assignments, quizzes, and exams for this course using the Canvas Dropbox.

Tips for Success
• Log into your course at least once a day to check for announcements and review online materials. The time commitment will vary based on the activities for the day/week.
• Look at the Course Calendar for assignment and project due dates. For example, you may be required to post an initial comment for discussion on Monday and respond to another student's comment on Tuesday. Specific requirements are stated in the respective assignment or discussion.
• If you have problems finishing projects on time, add more milestones to your course's calendar of due dates, breaking down larger assignments into smaller pieces that are more manageable.
• Track your progress. If you see that you are accomplishing tasks, you will stay motivated. Remember, it is more difficult to catch up if you fall behind than it is to start immediately and complete the course at a steady pace.
• Schedule specific times each week for engaging in course participation activities, and stick to them.
• Communicate carefully. The majority of communication within an online course will be typewritten exchanges with students and the instructor. Do not send messages impulsively. Consider the content of messages carefully and review responses to others' messages for meaning and tone before sending them.
Flexibility
Online courses give you the flexibility to log on when it is convenient for you. If you plan carefully, you can complete your coursework around job and other commitments you have. Many of your classmates have families and work full time. The key is to manage your time wisely and meet the course deadlines.