

# Course Syllabus



*This syllabus introduces you to the goals of the course and how we will be working together this term. Please read it carefully and contact me if you need further clarification.*

## Course Information

- **Course Title:** Introduction to Online Learning
- **Course Number:**
- **CRN:** 12345
- **Credits:** 3
- **Term:** Spring 2019
- **Course Prerequisites:**

## Instructor Information:

- **Instructor:** Robert Redford
- **Email:** use MyPCC email system from the Classlist: robert.redford@pcc.edu
- **Phone:** 971-722-xxxx
- **Office Location:** Sylvania SS 215 or Virtual Office
- **Office Hours:** Mon and Wed from 3:00-5:00 PM or by appointment only
- **School Address:** Portland Community College, 12000 SW 49th Ave., Portland, OR 97219

## Communication Guidelines

### Best Way to Contact me

Communicate by using the D2L Brightspace e-mail system which can be accessed from the Classlist. You can use it to send an e-mail to your instructor and/or classmates.

**You must include a relevant subject in the "Subject:" or "RE:" section of your e-mail.** The subject must include the class you are taking, your name, and the topic of your message.

Example email subject line: **DL101-Question-John Smith**

If your question or comment would be of interest to other students, please post it to the Discussions area. This way other participants can help answer questions, and all participants will benefit from the answers. Please refer to the information on "netiquette" in the introductory

module for guidelines governing the content of written communications. Your first communication assignment is to introduce yourself in the discussion topic "Introductions."

### Response from Instructor

I will be checking email in D2L Brightspace daily on weekdays. If you contact me by email and don't give me a proper subject, expect a delay or no response. Email sent on weekdays will be answered within 24 hours. Email sent over the weekend will be answered the following Monday.

## Course Description

This discussion course explores how principles of interpersonal communication operate in everyday life such as communication processes barriers and misconceptions; impact of cultural values and norms; influences of perception and judgment; communication and self talk; creating and responding to messages; characteristics of nonverbal communication and their impact; listening effectively; identifying and controlling emotions; developing an effective communications climate; and effectively managing conflict.

### Learning Outcomes

- Use an understanding of the principles of interpersonal communication to present information and convey needs clearly in a variety of communication contexts, including the diverse workplace.
- Facilitate effective work relationships and resolve conflicts with skillful application of a broad range of communication skills.
- Critically evaluate one's own behavior and adapt communication style and personal behavior to make intercultural interactions more effective.
- Describe the limits and benefits of using technology for interpersonal interactions in the workplace and in social contexts.

For more information, please go to the **Course Content and Outcome Guide** for this course at: [www.pcc.edu/ccog](http://www.pcc.edu/ccog)

### Instructional Approach

This course is arranged chronologically and employs a modular design. Each week, students should complete all assignments listed in that week's lesson module. These modules will appear directly on the homepage during the week they are due, and are also available by clicking "Content" on the course navigation bar.

Due dates for each week's assignments will be listed within the module itself, as well as in the "course calendar" which is also available on the Content or on the Schedule. Assignments within the modules may direct students to use many of the tools contained in Brightspace, including

the Assignment, Discussions, and Quizzes. These tools will be accessible both from within the weekly content modules, as well as from the course navigation bar.

## Participation Expectations

Students in this course are expected to enter the course at least 3 times a week to work on the modules, check email, and participate in discussions. Prompt participation in discussions is especially important when group work is involved since others in your group are depending on your input. Each time you log into the course be sure to check for any new announcements, email and discussion messages, and calendar postings.

## Instructional Materials

### Textbook(s)

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association. ISBN: 978xxxxxxxxxx
- Book #2

### Software/ Hardware / Equipment / Technical skill expectations

- Microsoft Office or equivalent (Google Docs, iWork, etc). You must be able to save files as doc, docx, rtf, or pdf format.
- Calculator
- Firefox, Chrome, or Safari browser
- You must be able to work with documents and upload to Assignments in D2L. [Directions to use Google Drive in Brightspace](#).
- The [technical requirements](#) for most online classes include access to a computer with a modern operating system and a [supported web browser](#)

## Graded Assignments

For more information, please go to the [PCC Grading Guidelines](#).

### Discussions

Write description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

### Homework

Write description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## Quizzes

Write description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## Exams

Write description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## Project

Write description, expectations, and evaluation criteria (or where to find evaluation criteria) here...

## Late Work & Make-up Policy

**Late Assignments will not be accepted. Instead:**

- Write your late assignment policy here...

## Grading Criteria:

Activities	Number	Points each	Total
Discussions	5	5	25
Homework	4	20	80
Quizzes	4	5	20
Exams	2	30	60
Project	1	40	40
Total			<b>225</b>

## Grading Scale:

Letter Grade	Grading Scale by Points	Grading Scale by Percentage
A	202 - 225+	90 - 100%
B	180 - 201	80 - 89%
C	157 - 179	70 - 79%
D	135 - 156	60 - 69%
F	< 134	< 59%

## PCC Policies and Deadlines

Student is responsible to add/ drop/ withdraw class. Please review [PCC Registration Policy](#) for more information.

### Add and Drop Deadlines

- Students need to register online via MyPCC. Please review [Online Registration Instructions](#) to find out how.
- For 8-12 week classes, students need to drop by the end of the first week of classes. Students can view course specific deadlines from the MyPCC Home tab, 'View My Drop & Withdraw Dates' link.
- For late add, students must add within two business days of the course drop deadline.

### Payment Deadlines

Payment is due two Mondays before the first day of term. Students who register after the payment deadline must make the same day payment arrangements. You can see your balance or access your bill online in the MyPCC Paying for College tab. Please review [PCC Payment Policy](#) for more information.

### Academic Integrity (rules about cheating, plagiarism, or sharing work)

Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution and submitting another person's work as one's own. Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](#).

### Student Rights and Responsibilities Handbook:

Students are required to comply with the policies contained in the [Student Rights and Responsibilities Handbook](#). The Handbook includes the Code of Student Conduct and the Academic Integrity Policy.

### Internet Etiquette (or Netiquette)

[Click here for more information about Netiquette.](#)

## **Special Accommodations**

PCC is committed to supporting all students. If you plan to use academic accommodations for this course, please contact your instructor as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the “Approved Academic Accommodations” letter from you (submitted in person for courses on campus; via email for Distance Learning courses). To request academic accommodations for a disability, please contact a disability services counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Disability Services website](#).

## **Title IX/ Non-Discrimination**

Portland Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or [equity.inclusion@pcc.edu](mailto:equity.inclusion@pcc.edu).

## **Flexibility**

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

## **Sanctuary College**

PCC is a sanctuary college. Find out more on our [resources for undocumented students page](#).