Online Courses & Features - Spring 2013

The College of Professional and Continuing Studies, in collaboration with the Schools of Arts and Sciences and Business, will offer the following fully online undergraduate courses for Spring 2013: (Only these online courses will be open to both day & evening students. Other online courses (not listed below) are only open to students in specific programs.)

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Title</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>His 151 WB</td>
<td>Global History to 1500</td>
<td>Roessner</td>
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<tr>
<td>HIS 251 WBT</td>
<td>1500 to the Present</td>
<td>Roessner</td>
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<tr>
<td>HUM 100 WB</td>
<td>Readings</td>
<td>Jamison</td>
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<tr>
<td>LIT 150 WB</td>
<td>Mod Eur Lat Am Writ</td>
<td>Galvan</td>
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<tr>
<td>MUS 150 WB</td>
<td>Art of Listening</td>
<td>DMochowski</td>
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<tr>
<td>PHL 212 WB</td>
<td>Current Ethical Issues</td>
<td>Touey</td>
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<td>PHL 223 WBT</td>
<td>Perspectives on Death</td>
<td>DMochowski</td>
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<td>PHL 350 WB</td>
<td>Business Ethics</td>
<td>Staff</td>
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<td>PSY 210 WB</td>
<td>Developmental Psych</td>
<td>Dolan</td>
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<td>REL 150 WB</td>
<td>Exploring Christianity</td>
<td>Conway</td>
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<td>REL 244 WB</td>
<td>Religion in America</td>
<td>Conway</td>
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<tr>
<td>REL 244 WBT</td>
<td>Religion in America</td>
<td>Ulinski</td>
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<td>SOC 150 WB</td>
<td>Principles of Sociology</td>
<td>Mariscotti</td>
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<td>SWK 350 WBT</td>
<td>Loss &amp; Grief</td>
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Currently enrolled students, who have a minimum cumulative grade point average of 2.00 at the time Fall classes begin, are eligible to take these courses. A student may take a maximum of two online courses per semester.

Student should be aware of the following features of online courses:

- They are taught by a La Salle University instructor.
- They follow a specific syllabus for assignments, threaded discussions, tests, etc.
- They are highly structured and are not independent study or self-paced learning experiences.
- They require students to be engaged with the course on a daily basis (this may vary from course to course)
- They offer the convenience of being able to participate anytime of the day or night
- They are available through the Blackboard Learning System 24/7 (with limited down-time each week for system maintenance)
- They are currently offered in an asynchronous mode (no specific time of day to be online); note that individual instructors may schedule synchronous events (specific day and time to be online) as part of their requirements
- Getting Started – Login to MyLaSalle Portal: http://portal.lasalle.edu
  - Click on “Tools” at the top-right of your portal screen and check your e-mail link to ensure you have access to your La Salle e-mail account.
  - Click on “Tools” at the top-right of your portal screen and check the Blackboard link to ensure you have access to the online course. If your course does not appear on your “Course List” it is because your instructor has not made it available yet.
- If you experience trouble with either e-mail or Blackboard, contact the student help desk at 215-951-1788 or http://helpdesk.lasalle.edu.
- Details of course requirements will be found in the course syllabus, available in Blackboard at approximately one week prior to the official start date of the class.
- Once you register for any course at La Salle, it is your responsibility to access the Student Resources course that is available in Blackboard with the list of courses you are registered for. Please check back in the course for updates that are periodically made. Student Resources is purely a resource for you, not an actual course. Please note that in an online course your instructor may have a few practice tasks for you to complete when you enter the course.
Students who are successful in the online learning environment:

- Have regular and easy access to appropriate tools (computer, software) at home or at work
- Have a comfort level with using the tools (Blackboard, email, printing, file management, uploading and downloading files)
- Understand their learning style and abilities
- Enjoy reading & writing assignments
- Have very good time-management and organizational skills
- Have willingness to ask for help when needed
- Take responsibility for being prepared and completing assignments on time
- Have high level of motivation and strong commitment to putting in time and effort

Assessment Tools

Students considering enrolling in an online course should be aware of the following:

- **Online readiness assessment quiz** – this quiz should be taken prior to registering for these classes; it is a self-assessment tool that will help determine readiness to learn in a fully online environment and can be accessed at:
  - Wisconsin Technical College Skills Assessment
  - [http://www.witc.edu/academics/online/orientation/selfassess.php](http://www.witc.edu/academics/online/orientation/selfassess.php)

- **Student Resources** – this document will inform you about your student responsibilities in an online or blended course:
  - [http://www.lasalle.edu/schools/cpcs/bb/studentResponsibilities.pdf](http://www.lasalle.edu/schools/cpcs/bb/studentResponsibilities.pdf)

Guidelines/ Timelines

This information must be carefully reviewed and followed:

- Students who will be taking their first online course should review Blackboard Resources, (see next page).
- University policies relating to registration, adding and dropping classes, withdrawals, and tuition refund schedules for online courses are the same as for other courses that are offered in their respective time frames; see CPCS “Deadlines” calendar for specific details at [http://www.lasalle.edu/schools/cpcs/content.php?section=academ_rsc&page=schedules](http://www.lasalle.edu/schools/cpcs/content.php?section=academ_rsc&page=schedules)
- Day students must receive approval from the Assistant Dean of their respective school;
- The calendars for online courses are the same as for traditional classroom-based courses, unless noted;
- No more than two online courses can be taken during one semester;
- Cumulative grade point averages will be checked after Summer grades are processed; students not meeting the required minimum 2.00 GPA will be contacted by their advisors and dropped from their online class(es);
College of Professional & Continuing Studies

Online Orientation - Student Resources

As part of the University’s ongoing efforts to enhance the quality of our online learning experiences, the College of Professional Studies (CPCS) and Academic Computing (AC) offer the “Student Resources” course in Blackboard. This course is a reference for our online students. When students enter the course it serves as a self-orientation to the different tools that instructors use in online courses. Students who will be taking their first online course are expected to become familiar with the features of Blackboard through Blackboard’s “Student Resources” prior to the start of their online course.

Please follow these steps:

Logon to the portal at http://portal.lasalle.edu > locate Blackboard through Tools on the upper right hand side corner of the screen > click on Student Resources > then, Blackboard Resources once in the course. In Blackboard Resources, students can become familiar with the guidelines and expectations of an online course. More pointedly, students can review the tools used in the Blackboard Learn System which facilitate: contacting instructors & classmates, participating in discussions, submitting assignments, taking tests, etc.

Student Resources also serves as a continuous resource for online courses. Students are encouraged to review Blackboard Resources whenever they have a question concerning Blackboard throughout the duration of taking an online course.