SYLLABUS ORIENTATION TO ONLINE LEARNING
CENTER FOR DISTANCE EDUCATION
Mississippi State University

Semester: Fall 2014/Spring 2015  
Instructor: Joy Bailey  
Method of Instruction: Online  
Office: 214 Memorial Hall  
Email: jbailey@distance.msstate.edu  
Office Phone: 662-325-9684  
Web Address: www.distance.msstate.edu

DESCRIPTION:

Orientation to Online Learning. This course serves to orient the online student with the offices and services available at Mississippi State while introducing available technologies and expectations of MSU online students.

PURPOSE OF COURSE:

Orientation to Online Learning has been developed by the Center for Distance Education to orient newly admitted online students with the online campus community and share information regarding available resources. Students can expect to learn about MSU offices and how they support the online student, academic and behavioral expectations, academic honesty standards, and an appreciation for their own learning styles.

OBJECTIVES:

Students will demonstrate:

- Knowledge of a variety of technologies used in the online learning environment by participating in class discussions, online quizzes, and the submission of homework activities to the extent that they complete all activities.
- An understanding of their own personal learning styles by participating in an online survey and communicating their understanding of the survey results through discussion with their classmates and successful completion of a one-page reflection paper.
- The ability to successfully locate and contact the appropriate Mississippi State University student support and service offices by completing an online quiz.
- An awareness of the MSU Honor Code and what constitutes online cheating by participating in a discussion board activity regarding academic honesty.
- An ability to successfully use the resources available through the Mississippi State University’s Library by completing an online scavenger hunt and quiz.
Teaching Calendar:

This course is designed to be completed over a five-day period prior to the student beginning their first semester at Mississippi State. Students should plan to complete approximately one module per day.

MODULE ONE:  I. Welcome
   A. Introduction to Course
   B. Syllabus Discussion
   C. Introductions within Discussion board
   D. Syllabus Quiz
   E. MSU ID Request
      a. **Required** ID Request Assignment
      b. **Required** ID Request Quiz
   F. Honor Code Video
   G. Academic Honesty Discussion board

MODULE TWO:  II. Preparing for Online Learning
   A. Recognizing your learning styles
   B. SmarterMeasure Survey
   C. Reflection Paper regarding the SmarterMeasure survey
   D. Different types of technologies
   E. Discussion Board – Technology

MODULE THREE:  III. Assistance for the Online Learner
   A. Introduction to Mississippi State
   B. Discussion Board – Different offices at MSU
   C. Quiz regarding web searches regarding how to find information at MSU

MODULE FOUR:  IV. Online Library Opportunities
   A. Introduction to the MSU Library
   B. MSU Library Services Videos
   C. Quiz on MSU Library Services
   D. Virtual Library Scavenger Hunt

MODULE FIVE:  VI. Departmental Information

Some departments will have information specific to their programs included in this portion of the course. Please look for your department’s name within the module. If you do not see it there may be no information available. If you would like to confirm whether or not there is information pertinent to your department please feel free to contact the instructor.
Student Services Information (Optional Module)

Not sure what resources are available to distance students at Mississippi State? Distance students have access to numerous resources across campus and this new module provides a centralized database of resources for students to access university services and resources.

This information will be available for the upcoming year. It is not intended to be completed during the week of orientation.

EXTRA: Links to important offices around campus (Optional Module)

Other News You Can Use...

Attendance

Due to the online nature of this course, students do not actually need to be in class at a certain time on a certain day but there are online attendance requirements. Students are expected to log-in to mycourses.msstate.edu daily to receive updates from their instructor and participate with their classmates in course activities. During each log-in students should check for updates on dates and times of assessments, email, and discussion pages. Students should make certain to begin activities with enough time to finish those activities.

Assignments

Assignments are listed below. Please be sure to begin assignments or the upload of assignments with enough time to allow for completion.

DISCUSSION BOARD – Discussions are intended to keep a conversation moving regarding the given topic. Posts should be individualized and insightful. While posts that continue a topic or “second” a topic already presented are encouraged, each student will be expected to bring his or her own point of view to the discussion. Some discussion boards are graded.

QUIZZES – Students should not receive any assistance from another person or any outside reference during a quiz.

PAPER – Your reflection paper should be submitted as a pdf or Word document. The paper should be double-spaced and typed in Times Roman Numeral font (12 point). The heading of the paper should be centered at the top of the paper and should include your name, the title of the paper and the semester/year. When saving your paper, all file names should be saved in the following format; “SmarterMeasure_LastName”. (Ex: My file name would be SmarterMeasure_Bailey) The purpose of the reflection paper is for you to analyze the feedback provided to you by the SmarterMeasure Survey. An example is provided within Module 3 in the SmarterMeasure section.

Grading

This course will be graded on a pass/fail basis. Students must score no less than 75 percent on all activities. There are 1000 points available in Modules 1-4. Students should score no less than 750 points for course credit within these modules. Students who do not successfully score 750 points will not receive a certificate of completion and their advisor will not receive notification of their participation in the course.

Academic Dishonesty/Cheating

This course is designed to help new online learning students navigate their way around the electronic MSU campus with confidence. Cheating will not benefit the student. Information about the MSU Honor Code can be found online at http://www.honorcode.msstate.edu/. Students will be expected to be familiar with the Honor Code by the end of this course.
Texts

There are no required texts for this course. All of the information necessary for this course can be found within the course website, located at mycourses.msstate.edu, or on web pages and resources discussed during the course.

Requirements

- Participation in Discussion Board
- SmarterMeasure
- Reflection Paper Quizzes
- Scavenger Hunt