

## Instructor Information

**Instructor:** Joy Bailey

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## Course Description

Distance@State Orientation provides new Mississippi State University distance students the opportunity to use the course management system (myCourses), discover the many student services that are available, and learn about MSU's policies and procedures. The four-day course should take students approximately 30 minutes to an hour each day to complete. Students will have access to the course in myCourses for an entire year.

## Course Objectives

- Students will demonstrate the mastery of navigating myCourses by participating in discussion forums, quizzes, and submitting assignments.
- Students will analyze their readiness for online learning by completing the SmarterMeasure survey and submitting a reflection paragraph.
- Students will use MSU's website to identify what student services and support offices are available and complete a quiz.
- Students will interpret the significance of the MSU Honor Code by reviewing the code and posting in the discussion forum.
- Students will discover the vast resources offered to them by MSU's Library and complete an online scavenger hunt and quiz.

## Course Schedule

### Day 1 – Daily Assignments

Syllabus Review and Quiz

Introductions Discussion Forum

Honor Code Video and Discussion Forum

Student Services Video and Discussion Forum

**Day 2 – Daily Assignments**

- SmarterMeasure Assessment
- Reflection Paragraph
- myCourses Tools Video
- Software available from MSU's ITS
- Respondus Lockdown Browser Video

**Course Objectives**

**Day 3 – Daily Assignments**

- Introduction to MSU Library
- MSU Library Services Videos
- MSU Library Quiz
- Virtual Library Scavenger Hunt

**Day 4 – Daily Assignments**

- Program Specific Information (most programs of study)

**Graded Course Activities**

Visit the **Daily Assignments** link in myCourses for details about each assignment listed below.

<b>Points</b>	<b>Description</b>
100	Discussion Post – Introduction
150	Discussion Post – Honor Code
150	Discussion Post – Student Services
100	Quiz – Syllabus
100	Quiz – Student Services
200	Reflection Paragraph – SmarterMeasure
100	Quiz – Library Scavenger Hunt
100	Quiz – Library Services
<b>1,000</b>	<b>Total Points Possible</b>

1,000 points are available in this course. To successfully pass the course, students must earn at least 750 points. Students who do not earn at least 750 points will not receive a certificate of completion and will not be released to register for classes.

## **Textbook**

No textbook is required for this course. All course materials will be available online within myCourses.

## **Course Structure**

This course is delivered entirely online through the course management system BlackBoard. At MSU, we refer to BlackBoard as myCourses. You will use your MSU NetID and NetPassword to login to the course at [mycourses.msstate.edu](http://mycourses.msstate.edu).

In myCourses, you will access online assignments, course materials, and resources. Activities will consist of discussion forums, quizzes, and lectures.

## **Technical Assistance**

If you need technical assistance at any time during the course or to report a problem with myCourses, you should contact the Center for Distance Education help desk at [help@distance.msstate.edu](mailto:help@distance.msstate.edu) or by calling 662.325.0278.

## **Participation**

Students are expected to participate in all online activities as listed in the syllabus. Students should access the course each day to check announcements, email, assignments, etc. Each day's assignments should only take approximately 30 minutes to an hour to complete.

## **Build Rapport**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective student. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## Assignment Expectations

All assignments for this course will be submitted electronically through myCourses unless otherwise instructed. Missing assignments will affect the student's grade.

### **Discussion Board Posts (400 points)**

You are required to interact with your instructor and classmates on three (3) discussion board forums. Please use proper grammar, punctuation, and appropriate and relevant content. You are also required to reply to at least two (2) of your classmates' introductory posts.

### **Quizzes (400 points)**

There will be four (4) quizzes given throughout the course. You should watch the videos and read the provided documents to obtain the knowledge needed to pass the quizzes.

### **Reflection Paragraph (200 points)**

After completing the SmarterMeasure Assessment, you will write a paragraph about what you learned about yourself and submit it within myCourses. The paragraph should be formatted as follows:

- Saved as a PDF or Word document
- Saved using the following file name – "SmarterMeasure\_LastName" (ex: SmarterMeasure\_Bailey)
- Single-spaced
- Times Roman Numeral font (12 point)
- Centered heading that includes your name, the title of your reflection, and the semester/year


## Accommodations

If you have a documented disability and require accommodations, please contact the office of Student Support Services at 662.325.3335 or by email at [blv24@msstate.edu](mailto:blv24@msstate.edu).


### Commit to Integrity

As a student in this course (and at this university), you are expected to maintain high degrees of professionalism, integrity, and commitment to active learning and participation in and out of the classroom.

#### MSU Honor Code



“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”



**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs.