

University Seminar UNIV 1010 K

Mandatory On Line Orientation Wednesday January 16**Peck Hall Room 306 3-4 pm****Instructor:** Dr. Carolyn Hopper *Peck Hall 241 * 898-2157* chopper@mtsu.edu**Text:** *Practicing College Learning Strategies*, 4th edition Hopper, Houghton Mifflin, 2007**Textbook**

The content for the course is the textbook, **Practicing College Learning Strategies, 4th edition**. **You must have a textbook to begin the course.** You can purchase a textbook from the campus bookstore or Blue Raider Bookstore, or you can order it from Amazon.com, barnesandnoble.com or other online textbook sources. *Be sure if you order a used book that it has all the pages! There is a copy of the textbook on reserve in Walker Library. You can't start the course without a book. If there is a problem, let Dr. Hopper know immediately. She can perhaps lend you one until you can get your own.*

Instructions for Logging on to D2L

You can get to D2L (the server for the online course) by going to <https://elearn.mtsu.edu:443/> Log in with you Pipeline user name and password. You may also get to the course by logging on to Pipeline, clicking my courses and choosing the D2L option. *If your course does not show up you may need to click on the + sing by Spring 2008.*

Overview of what to do

When you log on, read all announcements on the homepage.

Check your email by clicking on **Email** on the menu bar in the top left corner. *Email for this course goes only through D2L—not your regular MTSU email account.*

After you have checked and responded to email, go to **Content** on the menu bar directly below **Learn**. The links on the Course Content provide everything you need to progress through the course.

Click through the links in the order which they come for instructions for what to do. (You will find a copy of this handout and the Power Point used in orientation should you wish to review it. You will also find you first discussion board assignment, links to The Study Skills Help Page and test information.

Now you are ready to begin with the textbook.

Textbook Assignment

You should first review the assigned reading in the text. (Practicing College Learning Strategies, 4th Edition, Hopper, Houghton Mifflin Co) In each chapter this labeled textbook assignment. **Work exercises as you come to them to reinforce and practice what you read.**

PowerPoints

Each chapter has PowerPoint slides to accompany and summarize main points. *The PowerPoint slides will visually summarize the main points of the chapter. You will probably find them extremely useful; however, there is no assignment connected to the PowerPoints.*

Virtual Field Trips

Most chapters have at least one Internet assignment called Virtual Field Trips. **Follow the directions on given on the site.** *Usually information you found on the virtual field trip will be shared on the **discussion board**.*

Posting on Discussion Board

The link in the Content for each chapter will take you directly to the discussion question. (You can also get to the discussion board by choosing Discussions on the menu bar.) Questions will be posted for each chapter. **The postings on the discussion board are the way you participate in class in an online class.** **You should also post questions when you are confused and comments when something is particularly useful to you.** I will respond to questions and comments, but you are also expected to do so. Use **threaded discussion** option. *. When you post, click on **the first entry** under that category, read it and hit **reply** and post your discussion assignment and any comments to the one(s) above.*

Chapter Summary

Each chapter has a summary to fill in and submit. You can fill in the answers in your textbook and then type them into the appropriate boxes on line. **Be sure to check later for comments from**

[your instructor and your score](#). The summaries are excellent ways to check to see if you understood the information presented in each chapter and to use as a study guide. It is a good idea to fill in the summary in your text as you are reading each chapter. The questions are in the order in which you come to them in the book. Summary answers come from the reading. **The summaries and discussion board posting are the basis for your participation grade.** To submit your summary --Click on chapter summary listed in the content list or select Quizzes from the menu bar at the top of the page. **(Be sure to follow directions about saving answers and submitting.)** You instructor will grade you answers. When it is graded, you will see a button that says **view score**. You will see your score. To view comments your instructor made on each question, under Attempts, click the highlight number (probably #1.) You can also view your score by choosing Grades from the menu bar at the top.

Practice Quizzes Each chapter has a practice quiz to help check your understanding. They are labeled as ACE quiz. There is an option for emailing to your instructor on each quiz. [You need not e-mail these to your instructor](#). They are for your practice.

Keeping up to date You can progress through the chapters and Units at your own pace, but **the chapters and their respective summaries MUST be completed before the time announced for that Unit Test. (You may be ahead of schedule-but not behind)**

Review Sheets **There is a REVIEW SHEET with addition study links to let you know what to expect on each Unit Test or Exam and to give you practice.** Exams will be given at announced times on campus. If you cannot take exam at the announced time, can schedule a time that you can take it. See explanation below: Exam Schedule.

Unit Tests After a certain number of chapters, you will take an exam on campus. There will be five of these exams and a final exam covering the material in previous exams. The first exam comes after you have completed the Survival Kit and the first three chapters. Again, there will be a link to a test review on the Module. The date of the unit test is listed on the Content List as well as the chart below.

Grades Your grade for the course will come from your score on the unit tests, final exam, the summaries, and discussion.

Tests **Unit Tests and Final Exam are taken on campus--not on-line**

Scheduling a make up Test **If you are unable to come to campus at the time announced for a test, you need to make arrangements to take the test within a 5-day period.** You will take your makeup test through the Testing Center on Campus, KOM 126. You will schedule through that center. They will send your test to me. I do, however, need to know when you are taking the test so that I can have a test for you at the center.
To reschedule an exam:
http://www.mtsu.edu/~learn/credit/online_exam.htm
or call (615) 898-2743
Again, if you schedule a flex test you must notify me that you are not taking exam at scheduled time and when you are taking it BEFORE the scheduled exam.

Unit Test and Exam Schedule

If you want to work ahead of this schedule, you may take your tests early by following the same procedure.

Put these dates on your calendar NOW.

Exam 1 Survival Kit and Chapters 1-3	Wednesday February 6 PH 306 3-4
Exam 2 Module 4	Wednesday February 20 PH 306 3-4
Exam 3 Modules 5 -6	Wednesday March 19 PH 306 3-4
Exam 4 Modules 7-9	Wednesday April 2 PH 306 3-4

Exam 5 Module 10

Wednesday April 16 PH 306 3-4

Final Exam Comprehensive

Wednesday April 23 PH 306 3-4