

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

GEED 100

INTRODUCTION TO ONLINE LEARNING

COURSE DESCRIPTION

This course is designed to assist students in their transition to an online learning environment. Attention is given to understanding student expectations in the Liberty University Online program, Blackboard navigation, time management strategies, and strategies for academic success in an online learning environment.

RATIONALE

This course gives students a better chance to be successful in the Liberty University Online program by providing them with an orientation to the online classroom and learning strategies.

I. PREREQUISITES

None

II. REQUIRED RESOURCE PURCHASES

Click the following link to view the required resources for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Define important Liberty Online terminology.
- B. Identify important documents and areas within the Liberty Online classroom.
- C. Apply Internet research skills to his/her academic endeavors.
- D. Recognize responsibilities of a Liberty University Online student.
- E. Implement time management strategies for academic success.
- F. Identify assumptions of adult learners.
- G. Gain knowledge in basic financial aid process.
- H. Identify available financial aid options for students in the Liberty Online program.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Lecture presentations and notes

B. Discussion Board forums (5)

There are five Discussion Board forums throughout the course. Students will post a response (thread) to the week's discussion topic and then reply to at least two classmates' threads. Threads are required to be at least three paragraphs long, professional in content and delivery, and written in proper English. Replies should be at least one paragraph in length (three to five sentences), and should likewise be professional and written in proper English. Students' threads are due by 11:59 p.m. (ET) on Thursday of each assigned Module/Week. Their replies are due by 11:59 p.m. (ET) on Monday of each assigned Module/Week, with the exception of Discussion Board Forum 5 which is due by 11:59 p.m. (ET) on Friday of Module/Week 8.

C. Online Classroom Scavenger Hunt

After viewing an orientation to the Liberty University Online classroom, students will practice course navigation by locating specific information found within specific areas of the GEED 100 course. Answers to given questions are to be submitted to the instructor. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 1.

D. Critical Incidence Questionnaires (8)

The purpose of these questionnaires is for students to provide their instructor with weekly feedback of the content for each Module/Week. Because these are surveys, students' responses will be compiled anonymously and will give the instructor an opportunity to clarify points that were confusing, provide additional resources, or change course content to better meet the needs of the students. These assignments are due by 11:59 p.m. (ET) on Monday of each assigned Module/Week, except for Critical Incidence Questionnaire 8 which is due by 11:59 p.m. (ET) on Friday of Module/Week 8.

E. Student and Course Expectations Quiz

After reviewing the *Student Responsibilities* and *Course Expectations* presentations, students will take a 10 question, multiple-choice and true/false quiz. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 2.

F. Proper Communication Exercise

After watching the presentation entitled "Proper Communication as a Liberty University Online Student" found in the Reading & Study folder in Module/Week 2, students will complete an exercise testing their knowledge on this material. This must be completed by 11:59 p.m. (ET) on Monday of Module/Week 2.

G. Degree Completion Plan (DCP) Audit Submission

After reviewing the presentation in Reading & Study, students will access the DCP Audit tool in ASIST and submit their DCP to their instructor for review. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 3.

H. Registration and DCP Audit Quiz

After reviewing the *Registration Tutorial* and *DCP Audit Tutorial* Presentations, students will take a 10 question, multiple-choice and true/false quiz. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 3.

I. Time Management Exercise

One of the biggest issues with time management is understanding WHERE and HOW our time is spent. After reviewing the presentation on Time Management, students will use their current tasks and responsibilities to create a weekly schedule. Upon completion, students will reflect on how and where their time is spent and how they can better spend their time in the future. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 4.

J. Adult Learning Theory Paper

For the Adult Learning Theory Paper assignment, students will access Liberty University's Online Library to find an article relating to adult learning theories. After finding and reading about their selected topic, students must write a review about it using Microsoft Word. Detailed instructions are provided below.

Online Article Selection:

The student will choose two professional journal articles for the Adult Learning Theory paper. A sample journal article is provided and may be used as one of the two sources or the student may choose their own. This must be submitted by 11:59 p.m. (ET) on Thursday of Module/Week 5.

Rough Draft:

The student will submit a rough draft of their paper for review. This rough draft is an opportunity to gain valuable feedback from your Instructor. This must be submitted by 11:59 p.m. (ET) on Monday of Module/Week 5.

SafeAssign Submission:

The student will submit their paper through SafeAssign. This software is designed to show what percentage of a paper is derived from articles or other alternative sources. It is a tool used by Instructors to see how much of your paper is original and how much is "borrowed." Please allow at least 24 hours to receive an analysis of your paper. This must be submitted by 11:59 p.m. (ET) on Thursday of Module/Week 6.

Final Submission:

During Module/Week 8, the student will submit the final version of their paper. This must be submitted by 11:59 p.m. (ET) on Friday.

K. Plagiarism Exercise

After reviewing the *Avoiding Plagiarism* presentation, students will complete an assignment that tests their knowledge of plagiarism and academic misconduct. Students will complete the worksheet and must submit the exercise by 11:59 p.m. (ET) on Monday of Module/Week 6.

VI. EVALUATION AND GRADING

A. Points

Discussion Board forums (5 at 50 pts ea)	250
Online Classroom Scavenger Hunt	100
Critical Incidence Questionnaires (8 at 0 pts ea)	0
Student and Course Expectations Quiz	50
Proper Communication Exercise	100
Registration and DCP Audit Quiz	50
DCP Audit Submission	25
Time Management Exercise	100
Adult Learning Theory Paper	
Online Article Selection	25
Rough Draft	50
SafeAssign Submission	0
Final Submission	150
Plagiarism Exercise	50
SafeAssign Analysis Reflection	50
Total	1000

B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Late Work Policy

Late work will **only** be accepted if there is a documented illness or disability, an emergency, and/or permission is granted *in advance* by the instructor. Otherwise, late work will not be accepted and will result in a grade of zero.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations.

COURSE SCHEDULE

GEED 100

WEEK/ MODULE	READING & STUDY	ASSIGNMENTS	POINTS
1	3 presentations	Course Requirements Checklist DB Forum 1 Online Classroom Scavenger Hunt CIQ 1	0 50 100 0
2	3 presentations 1 website	Student and Course Expectations Quiz Proper Communication Exercise CIQ 2	50 100 0
3	2 presentations	DB Forum 2 DCP Audit Submission Registration and DCP Audit Quiz CIQ 3	50 25 50 0
4	2 presentations	DB Forum 3 Time Management Exercise CIQ 4	50 100 0
5	1 presentation 1 website	ALT Paper: Online Article Selection ALT Paper: Rough Draft CIQ 5	25 50 0
6	1 presentation 1 website	Plagiarism Exercise ALT Paper: SafeAssign Submission SafeAssign Analysis Reflection CIQ 6	50 0 50 0
7	1 presentation 1 website	DB Forum 4 CIQ 7	50 0
8	1 presentation 8 websites	DB Forum 5 ALT Paper: Final Submission CIQ 8	50 150 0
TOTAL			1000

DB = Discussion Board
DCP = Degree Completion Plan

CIQ = Critical Incidence Questionnaire
ALT = Adult Learning Theory

NOTE: Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.