Syllabus for
LGEN 114—Online Learning Strategies
3 Credit Hours
Online Learning

I. COURSE DESCRIPTION

A study designed to orient the student to the distance learning approach and format, University outcomes, philosophy of assessment, electronic portfolio (ePortfolio), and various study strategies. Combines theory and practice to help students develop technology skills necessary for navigating ORU's online systems. Discusses practical strategies for success in a distance learning program. Also acquaints the student with the nature, philosophy, and lifestyle of ORU.

Prerequisites: None
Course fee: $70.00

II. COURSE GOALS

The goal of this course is to give students an understanding of the basic knowledge required to complete course material, develop good study habits, communicate with ORU online faculty and staff, and meet University Whole Person Assessment requirements.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Identify the University outcomes.
1. Spiritually Alive
2. Intellectually Alert
3. Physically Disciplined
4. Socially Adept
5. Professionally Competent
B. Demonstrate proficiency in university technology required for online coursework, including VISION, ORU email, Desire2Learn (D2L), ORU library electronic resources, and ePortfolio.
C. Develop a global perspective and demonstrate understanding of performance assessment.
D. Apply ORU's Code of Honor to one's personal situation as an online student.
E. Upload artifacts into the ePortfolio, and submit them for assessment.
F. Describe and implement the characteristics of a master student.
G. Show effective methods of organization and time management.
H. Practice effective techniques for communicating with ORU faculty and staff from a distance.
I. Demonstrate a fundamental understanding of plagiarism, why it is <u>abhorrent</u>, and how to avoid participation in it.
J. Describe the value of the library and other online resources for successful education.
K. Enhance one's ability as a student by involvement in basic study strategies.
L. Evaluate one's educational and career goals.
M. Assess one's readiness for University composition and mathematics courses.
N. Develop strategies for online test-taking, discussion and group work, and preparing written assignments.
O. Examine one's motivation and learning styles.
P. Experience an enhanced level of self-confidence for education attainment.
Q. Develop a strategic plan for success in online education and beyond.

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IV.   TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials
A.   Nordell, Randy. *101 Tips for Online Course Success: An Online Course Companion and Daily Planner*. New York: McGraw-Hill, 2015. ISBN: 9780078020926.
B.   *General Education Whole Person Assessment Handbook.* Tulsa, OK: Oral Roberts University, 2015-2016. (Access the handbook online by going to http://wpahandbook.oru.edu.)
C.   Access to various websites throughout the course.

V.   POLICIES AND PROCEDURES

A.   University Policies and Procedures
1.   Participation in each online class through discussion forums, assignments, and all other course activities is mandatory at Oral Roberts University. This counts as your attendance in the course.
2.   Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3.   Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include –but are not limited to the following:

a.   Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
b.   Failing to meet group assignment or project requirements while claiming to have done so;
c.   Failing to cite sources used in a paper;
d.   Creating results for experiments, observations, interviews, or projects that were not done;
e.   Receiving or giving unauthorized help on assignments.
By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4.   By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the *ORU Employee Handbook*, sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
5.   Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
6.   Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the

ePortfolio handbooks for requirements regarding general education and the students' majors.

    a.   The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.

    b.   By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B.   Course Policies and Procedures

    1.   **Grades**
The final grade is based on the following requirements:

    a.   Written assignments, quizzes, and threaded discussions.

20%	=	Discussions
20%	=	Journals
10%	=	Quizzes
30%	=	Papers/Projects
20%	=	Final Test

    b.   Successful submission of <u>all</u> required WPA artifacts through ePortfolio.

    2.   **Grading Scale**
A=90-100% B=80 -89% C=70-79% D=60-69% F=59% and below

    3.   **Whole Person Assessment Requirements**
    a.   The Honor Code Reflection Paper fulfills the University's outcome 1D, Ethical Behavior.
    b.   The CareerBeam Follow-Up Questions fulfill the University's outcome 1B, Sensitivity to the Holy Spirit.
    c.   The Plagiarism Quiz fulfills the University's outcome 2B, Information Literacy.
    d.   Because this course provides the foundational WPA training for online students, artifacts not submitted electronically or incorrectly submitted will result in an F in the course.

    4.   **Other Policies and/or Procedures**

    a.   Students must complete all assignments in a timely manner. It is up to the student to contact the professor should any unforeseen problems or delays arise.

VI.   COURSE CALENDAR

See D2L for detailed weekly calendars.

Course Inventory for ORU's Student Learning Outcomes

Online Learning Strategies LGEN 114

This course contributes to the ORU student learning outcomes as indicated below:
Significant Contribution – Addresses the outcome directly and includes targeted assessment.
Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.
Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.
No Contribution – Does not address the outcome.

The Student Learning Glossary at http://ir.oru.edu/doc/glossary.pdf defines each outcome and each of the proficiencies/capacities.

	OUTCOMES & Proficiencies/Capacities	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	**Outcome #1 – Spiritually Alive** Proficiencies/Capacities				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability				X
1D	Ethical behavior	X			

2	**Outcome #2 – Intellectually Alert** Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives				X
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		

3	**Outcome #3 – Physically Disciplined** Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X

4	**Outcome #4 – Socially Adept** Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills			X	
4C	Appreciation of cultural & linguistic differences				X
4D	Responsible citizenship				X
4E	Leadership capacity		X		

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