



Angel Learning Systems Online Student Orientation Syllabus

Course Information:

Course: OLOA-100
Instructor: Elizabeth Jackson
Department: Online Learning
Credit: Orientation (Pass/Fail)

E-mail: ochelp@richland.edu
Office: W143
Website: <http://www.richland.edu/online/>
Angel: <http://angel.richland.edu>

Course Description

The Angel Online Student Orientation is required for **all** students taking an online course at Richland for the first time, or using Angel Learning Systems for the first time. ***The Orientation is free; you will not be charged any fees for the Orientation.*** Completion of the Orientation will be reported to your instructors. Failure to satisfactorily complete the required Orientation **before classes begin** may result in your not being able to access your course(s). *Please check with your instructor for more information.*

In this Orientation you will learn tips and tricks to help you succeed in an online course and will gain hands-on experience with Angel. During the hands-on portion of the Orientation, you will practice common online course activities, such as submitting assignments to a Drop Box, posting and attaching files in a Discussion Forum, sending e-mail, and navigating within a course. Activities and quizzes/exams will help you check your progress throughout the Orientation. The Orientation also provides an opportunity for us to assist you with any problems you may be experiencing before your actual classes begin.

Accessing the Online Orientation

The Orientation is available [here](#) or by going to <https://angel.richland.edu>. The Orientation takes approximately 2-3 hours to complete.

Learning Objectives/Outcomes

After completing the Orientation, students should be able to:

- Log in to the Angel Learning System
- Be able to navigate around the Angel Learning System's environment
- Send an e-mail within Angel
- Attach a file to submit to an Assignment Drop Box
- Complete additional activities available in Angel
- Post to a Discussion Forum
- Logout of Angel
- Pass an Orientation Comprehension Exam with a score of 70% or better

Course Requirements:

Complete all areas of the Orientation:

- Readings
- Activities
- Assessments
- Comprehensive Final Assessment (with a grade of "C" or better)

The Orientation must be completed with a Final Grade of "C" or better in order to pass. You have a total of three attempts to pass the Comprehensive Final Assessment with a grade of "C" or better. If, after the third attempt, you have not successfully passed the Final, you will be required to [contact the Online Learning Help Desk](#) and schedule a time to meet with a Help Desk staff member for a personal session. ***This must be completed before you are allowed to access your course(s).***


Grading Scale:

Percentage:	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
50 and below	F

Time Frame

The Orientation will be available to you when you register for your online course(s). ***You should complete the Orientation before classes begin, because you will not be able to access your online course(s) until you complete and pass the Orientation!***

Additional Course Information

The Orientation is self-paced, which means Angel will automatically save any work you do. If you log out of Angel and then log back in later, you will be able to go back to the point in the Orientation where you left off, and continue your work. If you do log out and log back in later, you can find your stopping point by looking to see which Module folder has a "lock"  icon next to it. This will let you know that you still have items to complete in the previous folder in order to proceed to the next "locked" folder.

Materials are **PASSWORD PROTECTED!!** You must go through all eight Learning Module folders in the order they are listed; you must also complete all items in each Module folder in the order they are listed. For example: You must read the Syllabus and complete the Syllabus Quiz in the "Go Here First" Module BEFORE you will be able to access the "Welcome to Online Learning at Richland" Module.

REMEMBER: *If you are asked for a password to access a Module folder, that means you did not complete all items in the Module folder before that one. You will need to go back to the previous Module and complete ALL items in the folder before you can move on to the next Module.*

Special Issues for Online Students

You are involved in an experience that you may not have been a part of before—the world of online learning. This method of drawing people together may not be like your previous educational experiences. It requires patience and adjustment in both gathering and transmitting information. As usual with technology, you should also expect that not everything will be perfect all the time. Keeping that in mind, Richland has an Online Learning Help Desk available for you. If you have any technology questions, contact the Help Desk by submitting a [Tech Support Request Form](#) or by e-mail at ochelp@richland.edu.

In online courses, the very nature of learning changes. Students take a more active role than they might otherwise take in the “traditional” classroom setting, and the instructor becomes more the “guide on the side,” facilitating discussions and directing the course, rather than the “sage on the stage,” giving information to students through lectures.

Another element of online learning that must be considered is the time factor. The fact that you are using technology that may be new for you adds to this time factor. Additionally, because an online course is primarily reading and writing, it is generally more time-consuming than a classroom course. As a student, you should expect to spend a minimum of 12-16 hours per week for a 3-4 credit hour course (4 hours per credit hour).

Have a back-up plan: You are responsible for completing the work in your online course(s), and should plan ahead to avoid problems with diskettes/flash drives, computer crashes, computer lab availability, and software. **Make sure you have a back-up plan in place before you begin your course(s).** Planning for such an event now will save you the disappointment of a reduced grade for turning in late assignments, missed exams or discussion posts, etc.

Welcome to the world of Online Learning, and good luck!

Important Information For Students

Being Successful In Your Course(s)

Success requires hard work, motivation, and effort. If you log in to your class regularly, participate in class discussions, submit all materials on time, and master the content materials, you have the potential to excel in your classes. It takes a great deal of hard work on your part, but the satisfaction is great.

Support Services

All the academic support services available to on-campus students are available to online students as well. Computers are available in the Learning Resource Center (LRC) for student use. The LRC’s databases are accessible from home or campus, and research materials are available for checkout. Computers are available in the Open Computer Lab (C239). The Student Learning Center offers free tutoring to students in many subject areas. Many other student services are available as well. To find out more

information about these services, click on the *Student Services* link on the Richland home page.

NOTE: Many services require students to have a Richland Student ID Card. These are available from the College Receptionist (Switchboard).

Student Services

Learning Accommodation Services

Richland Community College offers support and accommodations to students with documented disabilities by providing advisement, counseling, adaptive equipment and materials, instructional aids, tutors, note-takers, interpreters, testing accommodations, and many individualized services. Students needing learning accommodations should contact the Learning Accommodation Services office at 875-7211, ext. 379 (V/TDD).

Student Learning Center

The Student Learning Center (SLC), located in S117, can provide assistance with assignments and studying in a variety of subjects, including writing. Although they are not a proofreading service, SLC tutors can help you identify ways to improve a writing assignment. They can also help with brainstorming for topics, developing ideas, organizing information, studying for exams, and other needs. The SLC also has free tutoring services available in many subject areas. Contact the SLC at 217/875-7211, ext. 419 for more information.

Student Success

If at any time your instructor believes that you are at risk of being unsuccessful in the course, they may notify the Student Success office. This office will in turn contact you, notifying you of the concern(s) and suggesting a variety of options designed to help you achieve academic success.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, helps protect the privacy of student education records. The Act provides three basic rights:

1. The right to inspect and review the education records relating to the student maintained by the schools the student attends.
2. The right to challenge and require the school to amend any portion of the education records concerning the student that is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to require the school to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.

The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. For more detailed information refer to the Notification of Rights under FERPA for Postsecondary Institutions which is available from the Admissions and Records Office.

Academic Dishonesty

The following is the official Richland Community College policy on academic dishonesty:

Each student is expected to be honest in his/her class work or in the submission of information to the College. The College regards dishonesty in classroom and laboratories and on assignments and examinations and the submission of false and misleading information to the College as a serious offense.

A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

(Richland Community College 2009-10 Catalog, page 39).

Plagiarism

Plagiarism is a form of academic dishonesty - in short, cheating. In general, plagiarism occurs when a writer presents the *words, ideas, or information* of another writer as his or her own. This can take many forms:

- Turning in an assignment written by someone else, in whole or part, including papers downloaded from the Internet.
- Copying the writing of another student or source material, in large or small parts, without using quotation marks and proper documentation.
- Summarizing or paraphrasing the ideas or information of another writer without giving adequate documentation.

Nondiscrimination Policy

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students, recruitment, employment, and retention of faculty and staff, and access to and treatment in the College's programs and activities.

Dropping a Course

A student may drop a course through the last scheduled day of class before the scheduled final exam for that course and must contact the class instructor as part of the drop procedure. A grade of "W" will be recorded for the course dropped.

Withdrawing from a Course or the College

A student withdrawing from the College is required to settle all obligations, including money owed to the College, and must contact a Student Services Center staff member as part of the withdrawal process. Students are asked to withdraw in person. A student may withdraw the last scheduled day of class before the scheduled final examination for that course. A grade of "W" will be given for current courses, if the courses are officially dropped. "Change of Schedule" forms are available in the Student Services Center, Room C129. To withdraw by phone, call 875-7211, Ext. 267.

Core Values and Conduct

Richland's Core Values

At Richland, we practice

- **Commitment** – We support and carry out the College's missions;
- **Respect** – We demonstrate courtesy, caring, dignity, and compassion;
- **Excellence** – We promote feelings of worth and accomplishment;
- **Accountability** – We demonstrate responsibility for our actions; and
- **Diversity** – We appreciate similarities and differences in people and give a voice to everyone.