

EDUC 1300 SUMMER 20 ONLINE CLASS POLICY (Professor Sparks)



Attendance

- 6 weeks of classes including the Final Exam Online
- Attendance will be taken via the "Quickly App" which is located under "Course Activities."
- Check-In will open and close each week on Sunday.
- Your "**Attendance Grade**" will reflect the following activity:
 - If you completed the "Assignments" for that week including "Required and Other Assignments," you will receive **100%**. (present)
 - If you don't log in and complete the "Assignments" listed above, you will receive a **0**.
 - If you log in but don't complete all or none of the

assignments, you'll receive **80%** (late)

- **Attendance** counts for **100 points** toward your final grade.
- If you participate consistently in this class, you will be successful in all of your classes.
- Summer Session is 6 weeks long so if you don't participate in our class consistently, the instructor can drop you from the class. You can not drop this class.



Online Classroom

Online Classroom Protocol

- Class Participation is essential.
- If you have an emergency situation communicate this with me immediately via email or the phone number listed on the Syllabus (text preferred).
- Always communicate with your instructor.
- View the "Announcements" in D2L daily. This is the same information that I would share with you in F2F class.
- Participate in the Discussions, Complete all assignments and respond to emails (MyLonestar, D2L)
- Take advantage of WebEx meetings (optional)

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D2L

Desire 2 Learn (Learning Management System)

- This is an online class with all information (availability) and submissions (will be completed) on line through D2L (Desire 2 Learn).
- There are various **Help** files and videos online that you can view to assist you. Go to LSC-Online, then click the "STUDENT HELP" Tab.
- 24 hr access: Phone: 1-866-614-5014 ;
online@lonestar.edu
- IF YOU NEED HELP, JUST ASK, by posting the "Questions-Discussions, Contacting Tech Support or Sending me an email!!!!!!



Assignments

Assignments

- ALL Assignments should be completed by the designated due date. Check the Course Schedule, Check List and the Calendar in D2L for this information.
 - ALL Assignments will be submitted in the appropriate "Dropbox" to receive credit.
 - If your submitted assignment is not acceptable, you will be required to re-submit it. You will have 1 to 2 two days to submit your revision after being sent the notification that your submission is unacceptable. To assure that you meet this deadline check D2L regularly.
- Always, do your very best work the first time.
 - Each Required Assignment is worth 100 points.
 - **Other Assignments** (All Quizzes, Discussions and special assignments) are worth a total of 50 points. As the semester evolves you will accumulate well over 50 points but your score will be calculated to have a percentage total of 50%=50 points. Example 110/110=100% divided by 2 = 50 points. **Other Assignments** are due by Sunday at 11:59 PM and close on Monday at 11:59 PM. **Other Assignments** cannot be submitted late or made up.
 - **DON'T PROCRASTINATE!**

Communication

- The best form of communication with me is email through the Desire 2 Learn(D2L) Online System (<http://www.lonestar.edu/lsc-online/>).

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Communication

different content. I should be able to see what the content of each email is about by looking at the Subject line.

- Check the **"NEWS/ANNOUNCEMENTS"** section on D2L (front page) daily. This is where I will post **IMPORTANT INFORMATION** throughout the semester.
- You can send me a text (832) 263-3092, if you have an emergency.

- Send all emails, appointment requests, etc related to this class through Lone Star Online (D2L). **Always communicate with me using D2L. DON'T EMAIL LATE ASSIGNMENTS. ALL ASSIGNMENTS MUST BE SUBMITTED TO THE PROPER DROPBOX.**

- I will not respond to emails from your personal email after the first week of class.

- **ALL EMAILS** must have a "Subject" which relates to the content of your email. **DO NOT** hit **REPLY** and place information about



Early Alert

Early Alert

Early Alert is a student success effort that is designed to help students reach their full educational potential. Early alerts may be submitted any time during the semester; however, research shows that the **first two weeks during summer sessions** are the most critical for students. By submitting an early alert on a student, a faculty member is sending a message to advising/counseling team who will then contact the student or schedule a meeting with the student to discuss support options. Students may

be referred to Early Alert for many reasons. A few examples of those reasons include:

- **Poor academic performance**
- **Lack of basic study skills**
- **Attendance**
- **Tardiness**
- **Personal issues**
- **Financial issues**