

## 9.1: Sample- Read Me First!

Welcome to the online version of National and State Constitutions.

This page will introduce you to the course. However, you should read this entire Syllabus module carefully during the first days of the semester to gain a full understanding of what the course entails.

### Using this Course

- Make sure you can navigate this course and understand the contents at the beginning of the semester. It is particularly important to carefully review the **Syllabus** and **Course Information** in this module. Read it carefully – twice.
- Once you have reviewed the material in the Orientation Module and reviewed the accompanying video, select the **Course Contract** link and verify your understanding.
- There is no need to purchase any texts in this course! We are using “Online Educational Resources”. These resources are reached by selecting the link on the syllabus and following the accompanying instructions. This course is reading intensive, so it is imperative that you stay on schedule for all your reading assignments. If you procrastinate, it will be VERY difficult to successfully participate in discussions or do well on the quizzes.
- Every time you login to this course, check the **News** widget on the **Course Home** for any course news. Assignment or deadline changes and other important information will be communicated as News items.

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### Course Orientation

Students are encouraged to communicate with the instructor as much as they need, but they are expected to know basic computer skills and this course essentials before taking this course. For students new to Web learning or this course (the course management system) you must learn how things work and feel comfortable with the system and your own skills. Feel free to email the instructor any questions or concerns you may have about this course.

#### Step One

You should watch the video “Course Introduction” as a top priority. In this video, the general outline of the course and essential information to successfully complete the course will be provided.

#### Step Two

The next step in the orientation process is to understand the Web environment is not the same as a traditional class. There are real advantages and some limitations to the web environment. In order to have a successful experience, you must be an “active learner.” This starts by looking around the course. **You should select all the tools in the navbar above and get familiar with how the different parts of the course look.** For those of you who have experienced Web learning already, you need to ensure you have an understanding for how this class works. Just as in a traditional class, the teacher may use the same tool in a different manner. This course will not simply present itself to you. You will need to explore it and proactively ask questions when you are not sure. The sooner you get over the this course learning curve, the sooner you can focus on what we are here for – Political Science 210.

#### Step Three

Here is an overview of the course. There are 8 modules in this course. Each module has a reading assignment from either the text, the **Links** tool, or links that are contained in the content pages. All Module discussions have an open-ended question. You will answer these questions in the **Discussions** area of the course. Each Module also has a Module quiz. Students will also need to take a Midterm and Final exam to complete the course.

#### Step Four

This is not a “self paced” course. Students need to note the dates in the course syllabus. Pay special attention to the **Schedule of Work** you will find together in the Syllabus module. Regardless of the reason, late work will have a 10% per day penalty per day. All work in Module 8 must be submitted on the due date to be available for credit in the course.

## Step Five

All materials used in this course are accessed from the web. The link to the text can be found on the Course Syllabus. For students who do not have their own access to the Web, you can come to any of the Pima Community College campus Computer Commons and utilize the resources at no charge.

## Step Six

This course uses a *threaded discussion* system. The threaded discussion takes the place of lecture interaction. It is a series of communications where class members address the discussion questions posted by the instructor. Each module has one main question.

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The threaded discussion postings are organized in a manner where the entire class can review how the topics are being addressed. Students are expected to review all discussion postings in the course and respond to ideas or opinions posted by other students. Students should note that postings are simply an exploration of a given topic, as in a classroom discussion, with a diversity of opinions and thoughts which are not necessarily correct. However, the purpose of discussions is to understand the diversity of perspectives on a given topic and to enrich our views.

Students need to first review the Introduction page for each Module. Then review the discussion pages related to the topic you are studying. When you are ready, go the Discussion in the navbar above to write your contribution.

Discussion postings are graded based on the **Discussion Rubric**. **Once the date for the module has expired, I will remove the ability to make further postings and grading will then be completed**

## Step Seven

Each module has a quiz. This is taken “open-book.” Students may submit the quiz for grade up to three times and will receive credit for the highest grade achieved. The quiz is graded immediately by this course. You also can see your grades in the **Grades** tool in the navbar above. If you cannot access your score after submitting your quiz, please contact your instructor.

Students are encouraged to keep a copy of their quiz work. Since the Midterm and Final exams are from the same test bank, it will be handy to use as part of your reviewing for those tests. The Midterm and Final exams will be taken the same as the quizzes (although the Final has a time limit). These tests contain 60 and 75 questions respectively. This course will randomly select the exam questions, many of which students will have already seen in the module quizzes.

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