



SYLLABUS

Hist 1313 Z01 United States History to 1877 History 1313 Fall 2018

Instructor: John Gorman
Section and CRN: Z01
Office Location: Woolfolk 314
Office Phone: 936-261-3213
Email Address: jwgorman@pvamu.edu
Office Hours: Virtual Office Hours 1:00pm-3:30pm MWF
Mode of Instruction: Online
Course Location: Online / Ecourses
Class Days & Times: Online
Catalog Description: This course covers American development from the era of discovery to the close of the Civil War. This course includes modules on the following topics: the colonial era; the young republic; westward expansion and sectionalism; and the Civil War and Reconstruction.

Prerequisites: None
Co-requisites: None

Required Texts: *US: A Narrative History, Volume 1: to 1877* (Paperback)
by James West Davidson, Brian DeLay, Christine Leigh Heyrman, Mark Lytl, Michael Stoff (ISBN 0077374452). It is required to purchase the textbook from the Prairie View A&M University Bookstore. No other books will have the same information.

What They Fought For, 1861-1865 by James McPherson.

Narrative of the Life of Frederick Douglass an American Slave by Frederick Douglass.

Required Resources: Respondus LockDown Browser:
It is required that all students download the Respondus LockDown Browser on the computers they will take the quizzes and exams. Students will not be able to access quizzes or exams without the program.
Web: <http://www.respondus.com/lockdown/information.pl?ID=975813429>
When it asks you to choose a server/ e-learning system, click on Moodle24.

Recommended Texts: None

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Learn basic facts of American history;	T	1
2	Be better able to think critically, recognize change over time, and demonstrate an understanding how actions have consequences	T, R	2, 3
3	Relate present-day issues and experiences to those of the past, in order to	T, R	3

	provide a better basis for appreciating challenges and possibilities of contemporary times		
4	Supplement knowledge of sources and methods of learning American history	R	5
5	Develop a global perspective by recognizing and remarking upon relationships between domestic and foreign affairs.	T, R	2

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement [Name each major requirement]	Value	Total
1) Exams	12.5%	25%
2) Quizzes	5%	20%
3) Discussion threads	5%	35%
4) Collaborative Action Assignments	10%	20%

Total: 100%

Grading Criteria and Conversion: [Insert points or percentages]

A = 90 and above

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Detailed Description of Major Assignments: [Describe in each assignment valued at 10% of grade or more]

Assignment Title or Grade Requirement

Description

Exams

There will be two major exams (one major exam and a final exam). Each exam will be calculated as 12.5% of the Final Course Grade. The exams will consist of multiple-choice questions and every student will have three attempts. All exams are timed. You will have 2 hours from the time you start the exam and the timer cannot be paused or stopped if you leave the exam. Once started you will receive the resulting grade of your work after two hours from starting the assessment. There will be a three hour delay between exam attempts.

Quizzes

There will be four quizzes. Each quiz will be calculated as 5% of the Final Course Grade. The quizzes will consist of multiple-choice questions and every student will have five attempts. Only the highest score will be recorded. You will have 45 minutes from the time you start the exam and the timer cannot be paused or stopped if you leave the exam. Once started you will receive the resulting grade of your work after 45 minutes from starting the assessment. There will be a three hour delay between quiz attempts.

Collaborative written
Assignments

The collaborative writing assignments in this course will consist of two book reviews. Each review will count 10% toward the student's final course grade. Since this is a collaborative activity, you will complete this activity as part of a group. Groups should consist of at least 2 members but no more than 3 (points will be deducted for submitting the assignment without partners). If you do not yet have a partner or group for this project, check the Discussion Board Collaborative Activity Forum. Specific instructions for these assignments are found at the end of the syllabus.

- Communicate with other students to draft your paper.
- This communication may be face-to-face or by email, phone, or other means.
- Together, write a brief 2-3 page paper that summarizes your criticism of the book.

Each member of your group must submit the same completed paper using the guidelines below. Please list all participating group members in the comment box. Further guidelines are listed at the end of the syllabus.

Submission:

- Use a word processing software program to complete the questions above.
- Save it on your computer or memory device as a .rtf document (rich text format).
- Name it Collaborative_Activity. When you are ready to submit it, click the link below.
- When the new screen opens locate ATTACH LOCAL FILE and click the BROWSE button to navigate to the document.
- Navigate to your document.
- Click SUBMIT when you have found it.
- Do NOT paste your activity in the comments box; this is meant for short notes to the me and will not provide enough space to hold an entire assignment.

DO NOT SEND YOUR ASSIGNMENTS VIA EMAIL!

One review will be over Douglass's *Narrative of the Life of Frederick Douglass an American Slave* and the other will be over McPherson's *What they fought For, 1861-1865*. Each review will be 2-3 pages in length. A handout is available in the syllabus that will explain in detail how to write a book review and has additional important instructions.

Class Participation /
Discussion

During the course of the semester students need to submit all 7 discussions worth 5% EACH AND 30% of the Final Course Grade and 1 introduction worth 1% of the Final Course Grade. Every student needs to post one discussion answer to one question (at least 300 words in length) by the due date and two responses to other students' post (at least 150 words in length) by the immediate Sunday (two days after the due date). Additional information can be found in the "Start Here" folder located on the course's homepage.

Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Collaborative Action Assignment #1: *Narrative of the Life of Frederick Douglas an American Slave*

Directions: Frederick Douglass has written a compelling account of his life from the time he was a slave in Maryland to his work as an abolitionist in the North. "*Narrative of the Life of Frederick Douglass* was published as an antislavery tract. It was written as a testament by a slave. . . . it proved to be one of the most persuasive of the many publications offered in an effort to win public support for the abolition of slavery." (Preface, p. vii) In your paper, you need analyze this statement and evaluate how persuasive the author is. In other words, **you need to identify, describe, and analyze the strengths and weaknesses of this book.**

Materials:

- 1) Douglas, Frederick, *Narrative of the Life of Frederick Douglas an American Slave: Written by Himself*

General Format:

- 1) The paper due date can be found on ecourses. No papers will be accepted late.
- 2) The paper should be typed, doubled-spaced with margins on each side of approximately one inch, and be between 2 and 3 pages in length (750 to 1250 words). In addition, you should use Times New Roman font and employ a conservative header (very little space used).
- 3) The following form of bibliographical heading **MUST** be used. Failure to provide a proper heading will result in the automatic deduction of five points.

Author, Title (City of Publisher: Publisher, Year of Publication; reprint, City of Reprint Publisher: Reprint Publisher, Year of reprint Publication).

SAMPLE HEADING:

Gordon Shumway

Edward Countryman, *A People In Revolution: The American Revolution and Political Society in New York, 1760-1790* (Baltimore: Johns Hopkins University Press, 1981; reprint, New York: W.W. Norton and Co., 1989).

- 4) Your essay should be divided into three distinct parts: an introduction, the body, and a conclusion.
 - a) In your introduction (generally one paragraph), you should introduce your main arguments in your essay and present a clear thesis statement.
 - b) In your body (at least three, but generally more than three, paragraphs), you should define and analyze your arguments. You should provide specific examples and/or quotes to support your assertions.
 - c) In your conclusion (generally one paragraph), you summarize your main arguments and reiterate your thesis statement.
- 5) With very few exceptions, the best essays in this class will be the ones that undergo several revisions. In your revisions, check for grammatical errors, organizational problems, and the persuasiveness of your arguments. A poorly written essay will be graded accordingly.
- 6) If you have any questions and/or problems at any stage of this assignment, it is **your** responsibility to seek assistance from me.

Collaborative Action Assignment #2: What They Fought For

Directions: James McPherson makes several distinct arguments concerning the motivations of soldiers during the Civil War. In your essay, identify, describe, and then analyze these arguments. In other words, **you need to identify, describe, and analyze the strengths and weaknesses of this book.**

Materials:

- 1) James M. McPherson, *What They Fought For, 1861-1865*

General Format:

- 7) The paper should be typed, doubled-spaced with margins on each side of approximately one inch, and be between 2 and 3 pages in length (750 to 1250 words). In addition, you should use Times New Roman font and employ a conservative header (very little space used).

- 8) The following form of bibliographical heading **MUST** be used. Failure to provide a proper heading will result in the automatic deduction of five points.

Author, Title (City of Publisher: Publisher, Year of Publication; reprint, City of Reprint Publisher: Reprint Publisher, Year of reprint Publication).

SAMPLE HEADING:
Gordon Shumway

Edward Countryman, *A People In Revolution: The American Revolution and Political Society in New York, 1760-1790* (Baltimore: Johns Hopkins University Press, 1981; reprint, New York: W.W. Norton and Co., 1989).

- 9) Your essay should be divided into three distinct parts: an introduction, the body, and a conclusion.
- d) In your introduction (generally one paragraph), you should introduce your main arguments in your essay and present a clear thesis statement.
 - e) In your body (at least three, but generally more than three, paragraphs), you should define and analyze your arguments. You should provide specific examples and/or quotes to support your assertions.
 - f) In your conclusion (generally one paragraph), you summarize your main arguments and reiterate your thesis statement.
- 10) With very few exceptions, the best essays in this class will be the ones that undergo several revisions. In your revisions, check for grammatical errors, organizational problems, and the persuasiveness of your arguments. A poorly written essay will be graded accordingly.
- 11) If you have any questions and/or problems at any stage of this assignment, it is **your** responsibility to seek assistance from me.

GUIDE TO WRITING BOOK REVIEWS

I. General Remarks

A book review or precise should be informative and meaningful to someone who has not read the book in question. An effective review should contain an analysis of the author's thesis (point of view), a discussion of his (or her) method of reasoning, and a critical evaluation of his (or her) sources. For examples of academic book reviews, you are **STRONGLY ENCOURAGED** consult a recent copy of the Journal of American History or American Historical Review (both are in the library).

II. Style --

A. FORMAT -- Put your name, course and section number (single spaced) in the upper left-hand corner of the first page of your review. Papers containing unusually large margins (more than 1.25 inches), title blocks, not double spaced, or fonts larger than 12 points will be returned without a grade.

The paper should be between 2 (full pages) and 3 pages in length. Anything shorter or longer will be penalized 20 points.

The following form of bibliographical heading **MUST be used. Failure to provide a proper heading will result in the automatic deduction of five points.**

Author, Title (City of Publisher: Publisher, Year of Publication; reprint, City of Reprint Publisher: Reprint Publisher, Year of reprint Publication).

SAMPLE HEADING: (Do not use the exact heading or points will be deducted.)
Gordon Shumway

Edward Countryman, *A People In Revolution: The American Revolution and Political Society in New York, 1760-1790* (Baltimore: Johns Hopkins University Press, 1981; reprint, New York: W.W. Norton and Co., 1989).

The paper due date can be found on ecourses. Any paper turned in after the due date will not be accepted.

B. GRAMMAR AND SYNTAX -- Your review should be written in concise, grammatically correct English. An effective analysis of the author's thesis and evaluation of his argument, rather than the essay's length, should determine whether or not your paper is complete.

When you introduce a person for the first time in the review, use his (or her) full name.

It is not necessary to use titles such as Mr., Dr., or Professor preceding the author's name. Avoid writing in the first person (the use of "I think", "I believe", etc. does not provide for a professional review.) Do not use passive voice.

Do not use profanity, slang, or unique colloquialisms. Remember, you are writing a scholarly review, not an email.

When using quotations, enclose the page number (or numbers) of the quotation in parentheses at the end of the quoted passage. EX: (p. 15), or (pp. 21-23). For example, "The literature on military professionalism has largely concentrated on such attributes as education, inculcation of military ethics, and socialization of the officer corps," (p. 235). Use one "p." if the quotation comes from one page or "pp." if it begins on one page and continues to the next. All material taken directly from the book you are reviewing (or any other book, journal, magazine, or newspaper) must be put in quotation marks and cited properly. If not, this constitutes plagiarism and is subject to appropriate punitive action.

Avoid extensive quotations. More than six lines of quotes per page is "extensive."

C. PROOF READING: You might consider writing your assignment at least two days in advance and then spend time reviewing and revising it. Regardless, carefully proof read your assignment for typos, misspellings, duplicate words, and other grammatical mistakes. If possible, read it aloud. Reading a paper aloud is a very good way of picking up redundant or repetitive phrases, awkward sentence construction, contradictory statements, etc. It will also assist you in adhering to the style outlined in points A and B, as each individual offense will result in the automatic deduction of five points.

III. Summary and Thesis --

A. SUMMARY: Your review should give the reader a concise summary of the scope and content of the book. No more than one paragraph of a three-page review should be devoted to the content of a book.

B. ANALYSIS: YOUR EVALUATION OF THE AUTHOR'S THESIS IS THE MOST IMPORTANT PART OF THE REVIEW. The thesis is the author's interpretation or point of view regarding the subject of the book. Simply stated, what point is the author trying to make in his book? You must discuss and analyze how convincingly the author presents the thesis. You should devote considerable attention to the discussion and analysis of the author's thesis, as well as to your own . . .

IV. Critical Evaluation --

A. WRITING STYLE: Evaluate the author's writing style (did you like it? why or why not?). How well did the author organize the book? Is the book mainly chronological narrative or topical analysis?

B. RESEARCH: Evaluate the author's sources and documentation. Did the author base his (or her) book mainly on secondary works (other books, journal articles), or did the notes include primary sources (newspapers, diaries, collections of letters and contemporary documents). How well did the author's evidence support his (or her) thesis?

C. ILLUSTRATIVE MATERIALS: Were maps, charts or illustrations included in the book? If so, were they clear, informative and well chosen?

D. OVERALL ASSESSMENT: Your evaluation of the above points may be either favorable or unfavorable. Was the author's thesis convincing? What were the book's strong points? What were its weak points?

Semester Calendar

Week One- Four:

Topic Description

Unit One: Clash of Cultures, Conquest and Colonization

Readings:

Chapter (s): Davidson, et al. (Chapters 1-6)

Assignment (s):

Introduction, Quiz #1,
Quiz #2,
Discussion #2

Week Five – Eight:

Topic Description

Unit Two: Imperial Crisis and Creation of the American Republic

Readings:

Davidson, et al. (Chapters 7-9)

Assignment (s):	Douglass, <i>Narrative of the Life of Frederick Douglass an American Slave</i> (all)
	Discussion #3
	Collaborative Action Assignment #1,
	Discussion #4 Exam #1,
Week 9 -12:	
Topic Description	Unit 3: Great Transformation: Jacksonian Democracy and Partisan Politics
Readings	Davidson, et al. (Chapters 10-14)
Assignment (s)	Discussion #5
	Quiz #3
	Discussion #6
	Quiz #4
Week 13-16	
Topic Description	Unit 4: A House Divided: Civil War and Reconstruction
Readings:	Davidson, et al. (Chapters 15-17)
	McPherson, <i>What They Fought For, 1861-1865</i>
Assignment (s)	Collaborative Action Assignment #2
	Discussion 7
	Exam #2

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.
<https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest

Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.