

Fall 2020 MSE Division-Life Sciences Faculty Guidance for Student Success

Student Online Expectations

- Online does not mean easier or less time spent learning! Students will be expected to learn the same amount of material as in a fully seated course. Successful students generally spend 12-18 hours of study time on the course each week in addition to time spent completing their assignments.
- It is important to manage your time to be successful - set a schedule and stick to it! Studies say you should set aside the same times each week for your studying - the amount of time you set aside should align with the guidance above.
- Do not wait until the day an assignment is due to begin working on it! Use your scheduled time wisely and complete assignments as early as possible in case you have any questions or run into any problems. We do not have self-paced classes; students submit assignments each week for attendance, feedback, and grading.
- On the first day of class, access your Blackboard courses and complete the Course Entry Quiz (CEQ). To help you with time management and successful navigation of the course materials, spend time becoming familiar with each instructor and course information such as the opening announcements, syllabi, calendars, attendance requirements, lesson formats, and test schedules.
- Order your required materials as early as possible (Textbooks, Lab Kits, etc.) and download/open all software and programs that you will use as soon as you know you'll be using it based on guidance from your faculty member (e.g. Blackboard, Microsoft Teams, Respondus, Tegrity, Flipgrid, etc). It is the student's responsibility to ensure that their technology works. If you need assistance, please contact the Wake Tech IT Department at 919-866-7000.
- Access to a webcam and microphone, even through your cell phone, is highly encouraged and needed to communicate and participate fully in online activities. If you need help affording a webcam and/or microphone, please contact Wake Tech Answers at answers@waktech.edu or 919-866-5000.
- Remote proctoring (via software that you must download and install on your computer) or limited in-person proctoring may be used for major summative assignments (e.g. exams and lab practicals)
- Online Exams have a different format than seated exams, including time limits, presentation of questions one-at-a-time, and not allowing you to review already answered questions. Please see your syllabus or contact your instructor for their specific test format.
- Engage with your instructor during their online office hours. These are times set aside specifically to help students with any questions or issues they might have with the course material. You can drop in and ask a single question, or many questions, to help clarify the course and material.

- Be sure to check your Blackboard sites every day for any updates, Announcements, or reminders of upcoming assignments.
- Be sure to check your official Wake Tech email at least once per day, and respond to instructor emails within 48 hours (not including weekends and holidays).
- If contacting faculty via email (only through your official Wake Tech email), Teams chat, or Discussion Board, please allow 24 hours of response time (not including the weekends or college holidays), as a general rule. Faculty will provide their guidance on timelines and preferences for communication in their syllabus.
- All communication with Wake Tech faculty, staff, and your fellow students should be professional and in line with the [Student Code of Conduct](https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities). [plain text url: <https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities>]
- Faculty like to hear both your challenges and your successes! Please reach out to them if you have questions or problems, but also please touch base with them once in a while to let them know what you like about the class or what you're doing to be successful in the course!
- Other Useful Resources and Contacts:
 - Issues with Blackboard, your Wake Tech email, Exam Proctoring software, other computer issues - Contact Information Technology Services at 919-866-7000

Excerpt from the Mathematics, Sciences & Engineering (MSE) Division Policies & Procedures

This information is presented to all students as part of the syllabi for MSE courses.

Respect and Accountability: Expectations of Students

Successful students are empowered, life-long learners who believe in themselves and are responsible, motivated, self-managing, and self-aware. We invite you to partner with faculty and staff to identify, practice and strengthen the employability skills and attributes of successful people.

Students are expected to:

- Verify that they have met all prerequisite(s) and/or co-requisites(s) for the course.
- Be actively engaged in and responsible for their own learning.
- Purchase all required texts, software, and supplies for classes.
- Complete assignments by assigned due dates.
- Access Blackboard, Teams and Wake Tech course sites and Wake Tech email daily.
- Know when their graded assignments and final exams are scheduled.

- Be respectful of their classmates and their instructor.
- Ask relevant questions and make appropriate comments that contribute to positive learning relationships.
- Use technology appropriately for the purposes of learning content, interacting professionally with others, and earning grades based on their knowledge and skills.
- Give the time and effort needed to succeed in the class (hint, it's more time than you might expect for doing well with an online science, math or engineering course!).
- Complete required work according to instructions, including working with teams, projects, or labs.
- Protect their future success and reputation as a Wake Tech completer by upholding high standards for honor and integrity, following faculty guidelines for submitting work without cheating or plagiarism.
- *Recording of class activities, in any fashion, is strictly prohibited without the permission of the instructor.*