



SYLLABUS

TDE 0101: ONLINE ORIENTATION

COURSE PURPOSE

The TDE 0201: Online Orientation course serves two distinct purposes: 1) To provide newly admitted online students a comprehensive orientation to the online program at Texas Tech University, and 2) to provide current students with an online forum to receive important advising information, interact with other students in the online community, and have access to resources available. This course is not intended to substitute for the student/advisor relationship, but is designed to enhance the college experience for online students.

OBJECTIVES

1. Students will have access to multiple tutorials relevant to the advising process, payment information, registration, resources, etc.
2. Students will have access to a discussion board to facilitate an active online community among distance education students.
3. Students will be alerted to new and important information, as it becomes available, through the use of announcements, discussion postings, and tutorials.

ACADEMIC ADVISING

Drane Hall Rom 164

(806)742-7100 (advisors available for office or phone appointments)

Office Hours: Monday – Friday (By appointment only)

Sarah Schwintz – Director

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Amy Peterman – Academic Analyst/Graduation Coordinator

WHAT IS ACADEMIC ADVISING?

Academic Advising is a critical component of the teaching and learning environment at Texas Tech University. Advising is a personalized educational experience, empowering students to explore, articulate, and achieve their academic, career, and life goals.

ADVISOR RESPONSIBILITIES

Your advisor will help you:

1. Learn how to make academic choices through encouragement and guidance in defining your academic, career, and personal goals.
2. Read and translate your degree plan, degree requirements, university policy and procedures.
3. Assist with class registration issues by interpreting problems and referral.
4. Consider advice and resources on the Texas Tech campus
5. Get involved in the college experience
6. Maintain confidentiality
7. Assist in making educated decisions about your academic goals.

STUDENT RESPONSIBILITIES

1. Invest the time and energy necessary to meet academic standards or excellence
2. Maintain working relationship with academic advisor
3. Schedule regular appointments or maintain adequate communication with academic advisor each semester
4. Actively participate in the advising process
5. Take ownership and responsibility for all advising decisions
6. Consider and follow up on resources and referrals that are given during the advising process
7. Read all official TTU correspondence and respond accordingly.

CONTACTING YOUR ADVISOR

1. Appointments are made through appointments.ttu.edu.
2. Appointments are NOT set up through email.
3. You will need you R#, phone number, and reason for appointment when scheduling the appointment.
4. If you need to miss an appointment, cancelations can be made through appointments.ttu.edu.
5. General Questions can be answered through email to your advisor or you can call the University Studies office **806-742-7100**

RESOURCES

1. Raiderlink: www.raiderlink.ttu.edu
2. Undergraduate Course Catalog:
<http://www.depts.ttu.edu/officialpublications/catalog/Introduction.php>
3. BUS website: <http://www.depts.ttu.edu/universitystudies/>
4. Student Business Services: <http://www.depts.ttu.edu/studentbusinessservices/>
5. Financial Aid: <http://www.depts.ttu.edu/financialaid/>
6. Career Services: <http://www.depts.ttu.edu/careercenter/>
7. University Library: <http://library.ttu.edu>. You may also find Texas Tech's library useful while taking this course. There are many resources that are available to on-campus and online students.
8. University Writing Center: <http://uwc.ttu.edu>. The University Writing Center offers undergraduates, graduate students, faculty and staff 30-minute, one-on-one tutorials on any type of writing, including resumes, personal statements, research papers, and articles for publication. You can access this resource by pointing your browser to

BLACKBOARD LEARNING

Navigating the Course

When you log into Blackboard, then TDE-0101 Online Orientation, you will be on the "Announcement" page. This page will give you the most current announcements, and details on other events that have been posted. You will also see a menu on the left hand side. If you will click on the "Orientation Home" link, you will see content open up that will include a welcome message and other useful information about degree plans and graduation.

Under the "Course Assessments" tab you will see three links: Assignment: Online Orientation, Assessment, and Discussion Board. You must complete the assignment and the assessment to

fulfil the requirement of “attending” an orientation. The assessment can be completed after the assignment is finished. Please follow all directions and if you have any questions contact your advisor.

Under the “Resources” tab you will find website links to useful information that will help while you are a student. Remember once you are granted access to the Online Orientation course you will always be able to access it at any time. This orientation is designed to be a resource to you throughout your time as a Texas Tech student.

Information Literacy/Technological Resources

This is an online course. All class materials will be delivered online via Blackboard, TTU’s Learning Management System (LMS). Students are expected to know how to use a computer, webcam, web browser, and navigate the Internet. Students may access the course online at <http://ttu.blackboard.com>. You will need your eRaider username and password to login to the course.

For additional Blackboard support, troubleshooting tips, and tutorials, you can use this link <http://www.tlpd.ttu.edu/content/asp/bblearn/studentsupport.asp>

Any other questions please contact your advisor.

COURSE ASSIGNMENT

When you click on the “Assignment: Online Orientation” link it will open a page that will display two orientations: Bachelor of Arts/Sciences in University Studies (BUS) and Bachelors of Applied Arts & Sciences in Applied Leadership (BAAS). You will need to click on the correct degree you are working towards.

Once you click on the correct degree your BUS or BAAS orientation will open. Please go through all of the information and complete all parts. The very last step will be to email your advisor your full name, R#, your three areas of concentration, and any questions, comments or concerns. Your advisor will then create your official degree plan and begin the advising process to prepare for your first semester. Please make sure to complete all parts of the orientation you will need to in order to pass the assessment.

ONLINE DISCUSSION

The Orientation does include a Discussion Board. The “Raider Lounge” thread is a place for you to connect with other online students within the BUS or BAAS programs. Please remember to be respectful of each other opinions. You will have the freedom to discuss problems and solutions to common issues, but please maintain professionalism when discussing instructors/courses.

COURSE POLICIES

Academic Integrity

The Texas Tech University Code of Student Conduct Part IX, Section B, Item 3 states that “Academic Dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the students”. Academic dishonesty will not be tolerated in this course. Cheating in any form will be addressed according to the rules enumerated in the student handbook (pg. 57-58). It is your responsibility to be familiar with these rules.

Students with disabilities

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405.

Absence Policy

Absence due to religious observance: The Texas Tech University Catalog states that a student may be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused. Written evidence of the excuse is required PRIOR to the absence and should be provided the 15th day after the first day of the semester. (p.46)

Absence due to officially approved trips: The Texas Tech University Catalog states that the person responsible for a student missing class due to a trip should notify the instructor of the

departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed. (p.46)

Illness and Death Notification: The Center for Campus Life is responsible for notifying the campus community of student illnesses, immediate family deaths, and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.

Whether an absence is excused or unexcused is determined solely by the instructor with the exception of absences due to religious observance and officially approved trips described above.

Always document any absences when they occur. In the event of a student's absence because of an approved university event, documentation from an authorized university official will be required. Notice is to be given to the instructor prior to the scheduled absence. A physician's note will be required for a student's hospitalization. For the death of a family member, an obituary announcement will also be required. Students will be responsible for missed work upon return to class.

Civility in the Online Classroom

Arriving on time and having read the assignments before class is expected. This demonstrates respect for the learning community we are creating for one another. Supporting one another in dialogue is also encouraged. In this class we want to hear your opinions and ideas and those of others are to be respected and acknowledged even if you disagree with them.

Texas Tech University endeavors to foster a classroom climate of mutual respect among students and between students and teacher. Mutual respect means that we should be tolerant of different ideas and varying opinions about topics of discussion in class, that we address each other respectfully and without interrupting while others are speaking, and that we do not engage in disruptive behavior in class. The instructor is authorized to take such steps as are necessary if the behavior of a student disrupts the normal classroom procedure. Instructors may remove a student for the single session in which disruptive behavior becomes continuous and/or serious, and may begin discipline proceedings. (Refer to the Code of Student Conduct, available in the Student Handbook.) Violations of the Code of Student Conduct may result in serious sanctions up to and including expulsion. In addition, instructors have the right to limit classroom discussion in order to meet the educational objectives of the class session.