Computer Skill Requirements

You will achieve the best results in this distance learning class by having a computer with a lot of random access memory (RAM) and a fast connection to the Internet (e.g., cable modem). All students should have the ability to navigate on-line. Please do not take this course if you do not

taken an online course, please visit http://www.dl.utoledo.edu/help_desk/help.htm to learn how to work with the online course system.
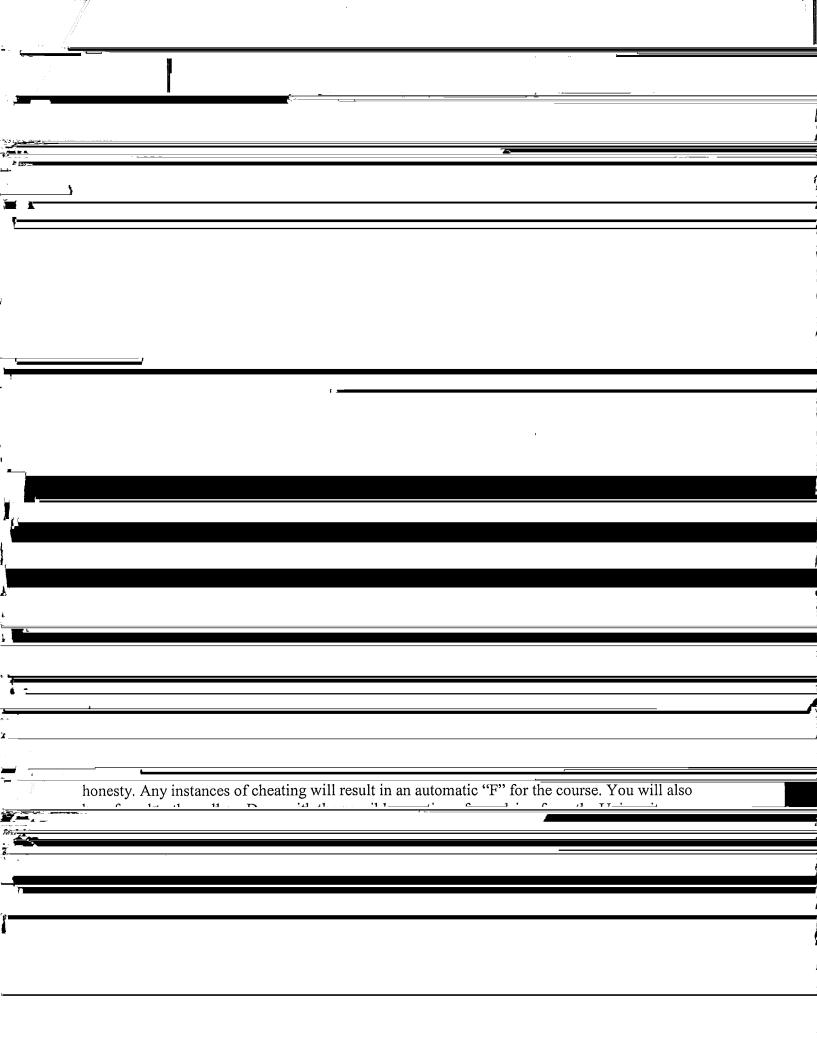
- For this course you will need to be competent in the following skills:
    - Sending and receiving email messages
    - Opening and viewing video files and listening to audio files
    - Creating file folders on your computer and saving files to these folders

Tour of Our Class Home Page

These are the areas on our home page that you to need to visit and learn to use:

- **Course News** – This is the "homepage" to our course. It provides a calendar of events, announcements, etc. I will sometimes post links and stories about childhood pathology in the current news and media.

- **Syllabus** – This is where the syllabus is located.

- **Lecture** – This is where chapter summaries from the text are located. Each chapter summary includes chapter objectives. You should use these chapter objectives to help guide your reading. The overall purpose of the summaries is to provide a template for your reading of the chapter. Each chapter summary includes multimedia, including video segments and web links. These materials are inserted into the summaries as a way to highlight course material. All information in the lecture notes, including the information presented in the videos and web links, may appear on exams.

- **Discussion Board** – This is where I will post discussion topics. I will post one discussion question here for each of our four sessions. You are required to post a formal response to my question for each of the four questions. My discussion questions will be posted within a few days of the start of each session (i.e., the period before each exam) of the course. Deadlines for your responses are given below in the timeline for the course. Please note that this discussion board will be run by the TA for the course. Also, please note that your postings should be *your own*. Copying others' posts (or copying from another source) will result in a zero for the assignment and/or an F in the course.

- **Messages** - This is where you can send and receive email.

- **Quizzes and Exams** – Here, you can download sample exam questions that will help prepare you for each exam. There are questions for each chapter. This is also where you will go to take your online exams. The
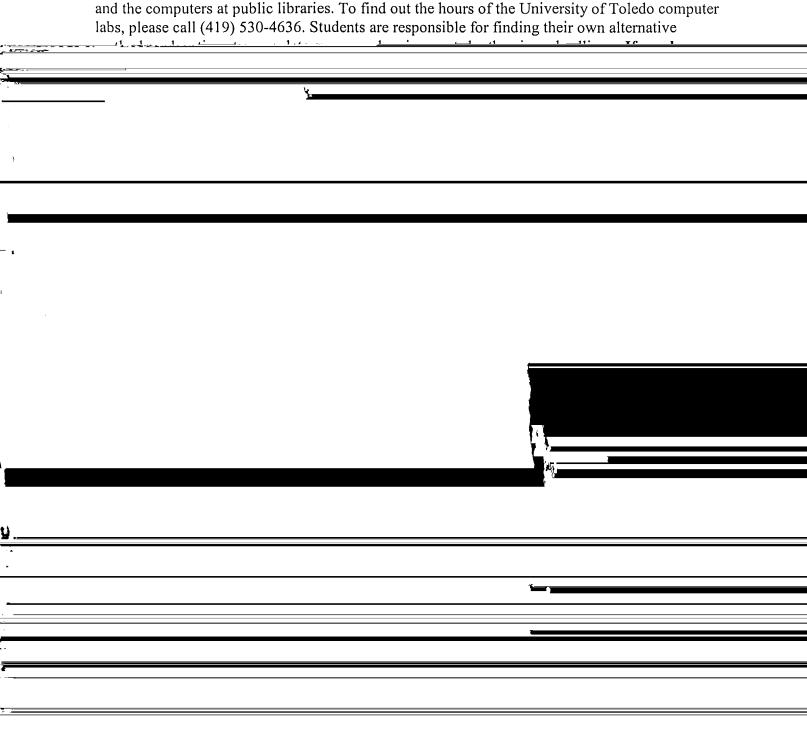
Correspondence Policies & Procedures

respond to student email from this class. I will respond to your email questions and comments on Tuesdays and Thursdays.

What to include when sending an email: When sending email to me, the TA, or the rest of the

honesty. Any instances of cheating will result in an automatic "F" for the course. You will also

Additional Course Support

Technical Assistance: I am not a computer expert. Thus, if you are having technical problems, please call (419) 321-5147 or toll free at (866) 886-5336 or send an email to utdl@utoledo.edu.

Notification of Technical Problems: Technical problems with your computer are not a legitimate reason for failing to complete assignments or exams by posted deadlines. There are many computer options available to you, such as the many University of Toledo computer labs and the computers at public libraries. To find out the hours of the University of Toledo computer labs, please call (419) 530-4636. Students are responsible for finding their own alternative

Grading

There will be a total of 300 points available for the class. Exams and discussion will be the basis

Exams must be completed on the designated exam day. (Note: I reserve the right to adjust the

Exams: There will be **4 exams**. Each exam will consist of 65 multiple-choice questions drawn from the text and chapter summaries (including media presentations). You will have 65 minutes to complete each exam. This gives you 1 minute per question (the norm for internet course exams). You will *not* have time to use your notes or book, so you will need to prepare as you would for an in-class exam. You must take the exam on one of the two days that are designated for the exam. You will have from 12:00 am on day 1 until 11:59 pm on day 2 to complete the

Because you have two days to take each exam, NO MAKEUP EXAMS WILL BE GIVEN.

The exams will take place in the **Quizzes and Exam area.** PLEASE REMEMBER TO