Welcome Letter for CIEC 213-80

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Course No. & Section:	213-80
Phone:	
Office Hours:	Black Board Chat

Hello and welcome to CIEC 213-80!

I am Professor Anel Hernandez, the instructor for the CIEC 213 course. I would like to begin by reminding everyone that you can always ask me for help at any time - just as you will encourage your students to ask you questions, voice opinions and concerns, I too, ask that you do the same. So please do not hesitate to contact me with questions or concerns regarding course work via e-mail at hernandeza2@wpunj.edu or during my office hours on blackboard chat.

As a participant in this course, you are expected to know how to use basic software applications such as MS Word, Excel, and PowerPoint in order to complete the required assignments. If you are comfortable with the applications and are having minor problems, do not hesitate to email me with a question- I can and will help you. If you are not familiar with the required applications, take advantage of WPU's free workshops. They are available on a drop-in basis from IRT located on the main campus. Lab hours are M-F 8am-10pm. Call 973-720-3550. If you experience a technical problem with BB, you can obtain help by accessing the Problem Report Form at http://bb.wpunj.edu The IRT department responds to technical questions within 24 hours including weekends. When filling out the form be as detailed as possible, clearly explain the problem and provide them with the course name and number as well as your contact information. I will automatically receive a copy of the report.

Be sure you read through all of the information provided below: The University expects that all students taking online classes to use your WPU student email accounts. If you are not sure how to access your account, you can refer to the BB homepage for more information regarding your account. As a participant in this course you will need to check black board and your email account a minimum of 5 times a week. New discussion board topics will be posted every Tuesday and will close on the following Sunday at noon. You will need to post your responses on the discussion board no later than Friday in order to give others time to respond to your postings. This is part of your class participation grade and it will be tracked. All assignments must be submitted via the assignment tab on Black Board, not through e-mail. All assignments and documents should be submitted using the application required. Documents should be saved onto your computer or flash drive and submitted using Microsoft Word, WordPerfect or Word Works as file attachments. Apple/Mac users should save document files as rich text format (.rtf). Do NOT copy and paste

assignments when submitting them- this causes the format to change and makes the document unreadable. I suggest you create a folder specifically for this class and save all of your work there. This will eliminate lost files on your computer which is a very common problem for many students that take this course. When using templates that I provide on Black Board ALWAYS save them to your computer before using them. If you do not, the chances of you losing your work unexpectedly is greater. If you lose your work I cannot help you try to retrieve it which means you will have to start all over. Do not email me an hour before the assignment is due and tell me you lost your work- simply put: if you do not hand in the assignment on time it is counted as late. Although not required, you may find that the use of a high speed internet access line as opposed to connecting to a telephone line (dial up) will make the course more enjoyable. I would suggest that all students download the free Adobe Acrobat Reader application. If you have never taken an online course I would suggest that once you log onto blackboard, access the student tutorials. As we do not meet face to face, participation points will be calculated by the number of times you are actively involved in the discussions. Each participant must begin one thread for each discussion forum and respond to at least three other people EVERY week. Remember, active involvement means getting involved in the dialogue, not just responding "I agree" or "you're right". This is also a part of your class participation grade. You will receive a three point penalty for late assignments. Any assignment that is more than three weeks late will not be accepted unless prior arrangements have been made. All work must be completed before the end of the semester. Plagiarism will not be tolerated! In addition, do not copy any information from another source into any of your assignments without proper citations. I am looking forward to a great semester!
Professor Hernandez

Expectations

Formative evaluation will be completed throughout the course. The grade for the course will be based on attendance (attendance is tracked by participation in weekly discussions), preparation for class, completion of assignments and papers, and class presentations. Points will be awarded for each activity based on a scoring rubric as appropriate. Rubrics for assignments will be posted for each individual assignment. See rubrics for specific expectations and evaluation of each assignment. All written work is to be typed with standard margins and type 12 font, double- spaced, spell-checked and proofread. All assignments MUST be submitted for a student to pass the course.

Texts

Required Text: Using Technology in the Classroom, Brief Edition by Gary G. Bitter and Jane M. Legacy. ISBN: 0-205-43887-3 Suggested Supplemental Text: Linking Technology and Curriculum: Integrating the ISTE NETS Standards into Teaching and Learning, 2nd edition by Jeri A. Carroll and Tonya L. Witherspoon. ISBN: 0-13-097108-1

Grading

Grading: 93-100 pts = A 89-92 pts = A- 85-88 pts = B+ 81-84 pts = B 77-80 pts = B-
73-76 pts = C+ 69-72 pts = C 66-69 pts = C- 62-65 pts = D Below 62 pts = F

How to Access Blackboard:
To log on to Bb point your web browser to http://bb.wpunj.edu and click the Login
button in the upper left. Then enter your username and password in the spaces provided
and click login again -- you'll find your course Bb sites listed on the right.

Some things to be aware of as you work with Blackboard:

1. You probably won't find all your courses listed; the only ones that will appear are
   those that have been activated by the professor teaching the course. Professors
   who don't use Blackboard will not activate their courses.
2. Your username is comprised of your lastname and firstinitial, usually appended
   with a numeral. If you don't know your WPUNJ system username password you
   can use the Username lookup link at http://bb.wpunj.edu , or go to it directly at:
   http://www.wpunj.edu/username
3. If you are already logged in to the WPUNJ system through WPConnect you won't
   have to re-enter your username and password -- just click the first login button.
4. Blackboard documentation can be found in two places: at Bb Home,
   http://bb.wpunj.edu, before one logs in, and in the Blackboard Support tab after
   one has logged on.
5. You can always obtain Bb help by using the Problem Report form at
   http://bb.wpunj.edu , or by going to it directly at:
   https://liberty.wpunj.edu/bb/support-center/ .

WPUNJ Student Email:
To access WPUNJ Student Email point your web browser
to http://wpconnect.wpunj.edu, enter your username and password, then select the **Mail**
tab. If you are logging on for the first time you'll be asked to set your time zone and
language.

Blackboard courses will use student email; third-party email addresses will not work on
Bb

Good luck and have fun in the course! Anel Hernandez