

[**TEMPLATE for Instructors' First Day Handouts for Online Courses:** All elements are required unless otherwise noted as *recommended*, *optional*, or *included*, if appropriate. **Be sure to remove this comment and others that are in parentheses and brackets from your final version.**]

PRINCE GEORGE'S COMMUNITY COLLEGE

Welcome to [course name] ONLINE! (optional)

[course number and name, e.g., EGL 101 – English Composition I - Online]

Reference No. xxxx *(optional)*

Spring 2008

INSTRUCTOR: [name], [rank—*optional*]
[department name]

[short bio or introduction of the instructor] *(optional)*

OFFICE: [office location]

PHONE NUMBERS: [instructor's phone number]
[department phone number]

EMAIL ADDRESS: [instructor's PGCC email address]

To facilitate email communication with me, please include the following code: **CCGP07** in either the subject or the first line of any emails to me during the Spring 2008 semester. (The code stops legitimate email messages from being evaluated wrongly as SPAM but does not allow emails that contain a virus or illegal attachment into our network.)

WEB PAGE: [URL of instructor's web page] *(optional)*

OFFICE HOURS: [show days and times and location, if different than office]

COURSE DESCRIPTION: [course description here] [course prerequisites, if any]

COURSE LEARNING OUTCOMES: Upon successful completion of this course, a student will be able to: [include the list of approved departmental learning outcomes for the course here]

TEXTBOOK: [include title, author, and edition for all required and recommended textbooks]

OTHER REQUIRED COURSE MATERIALS: Blackboard Course Management System
[include other required online resources if applicable]

OUTSIDE CLASS REQUIREMENTS: (such as required lab hours – *include, if appropriate*)

GRADING CRITERIA: [include number of points or percentages for each item, total points or percentage corresponding to each letter grade, attendance or tardiness policy (if affects grade), makeup policy for course work, policy re: acceptance of late assignments due to absence]

HOW ASSIGNMENTS ARE TO BE SUBMITTED: *(required for online course; include for others, if appropriate)*

LAB INFORMATION: [include location and hours] (*required if relevant to course*)

COURSE OUTLINE: [on a separate page with, at a minimum, the topics covered each week and final exam date and time. It is highly recommended that the outline includes dates for reading assignments, quizzes, exams, and any major assignments or projects(s).]

(*Optional disclaimer text for online and other classes using Blackboard.*) Grades are assigned based on the grading policy stated in the syllabus and not the Blackboard grade book.

HOW TO LOG IN TO BLACKBOARD: (*required for online and other classes using Blackboard. Departments may decide to put on a separate page with other common information.*)

Blackboard is a web-based program that serves as the college's online classroom. You will use Blackboard to communicate with your instructor, to see your course materials, to submit assignments and to discuss course ideas with your classmates.

To log in to your Blackboard course, please follow these steps:

1. Go to the Prince George's Community College Blackboard web site, which is located at <http://pgconline.blackboard.com>. NOTE: There is no "www" in the Blackboard address.
2. ALL STUDENTS must log in to Blackboard using their *myPGCC* account (this includes students who have used Blackboard in the past).
3. If you do not have a *myPGCC* account,
 - o Go **to** <http://my.pgcc.edu> to create a *myPGCC* account and receive the username and password you need to log in to Blackboard.
4. If you already have a *myPGCC* account,
 - o Go to <http://my.pgcc.edu> to reset your *myPGCC* password if you created a *myPGCC* account prior to summer 2005. You must change your password to access Blackboard.
5. Once you have your *myPGCC* account information, type it in the Blackboard login box at <http://pgconline.blackboard.com>.
6. If your login is successful, you will see the Blackboard "Welcome" screen. In the box labeled "My Courses", you will see the course or a list of courses in which you are enrolled. Click on the course name to enter your Blackboard course.

Immediately change your Blackboard email address.

When information is downloaded into Blackboard from the college's database, your email address does not automatically download. The email address first posted in Blackboard is a generic address given to everyone. To ensure that your instructor can contact you by email, it is

VERY important to change your email address as soon as you log in to Blackboard for the first time. Here are the steps for changing your Blackboard email address:

1. From YOUR Blackboard Welcome page (you will see WELCOME, ___! in bold letters at the top of this page), click on Personal Information in the Tools Box on the left side.
2. Click on **Edit Personal Information**.
3. Change your email address to your preferred email address (the one you check most often).
4. Click the **Submit** button in the lower right corner to save the changes you have made.

IMPORTANT DATES: *(feel free to include others)*

Last day to apply for spring graduation	Friday, February 15
COLLEGE CLOSED - Presidents' Day	Monday, February 18
Last day to change from "credit" to "audit" status in a full semester course or vice versa.	Friday, February 22
Last day to withdraw from first-half semester classes	Tuesday, March 4
COLLEGE CLOSED - Spring Break	Monday-Sunday, March 17-23
Last day to withdraw from full semester classes	Friday, April 18
Last day to withdraw from second-half semester classes	Friday, May 2
Final exam period/last week of spring 2008 classes	Thursday-Wednesday, May 8-14
Commencement	Thursday, May 22

DISABILITY SUPPORT SERVICES *(use text provided below)*

Students requesting academic accommodations are required to contact the Disability Support Services Office (B-124) or call (301) 322-0838 (voice) or (301) 322-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.

CODE OF CONDUCT *(use text provided below)*

The Prince George's Community College Code of Conduct defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Refer to the 2007-2008 Student Handbook, beginning on page 43, for a complete explanation of the Code of Conduct, including the Code of Academic Integrity and the procedure for dealing with disruptive student behavior.

CODE OF ACADEMIC INTEGRITY <i>(use text provided below)</i>
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The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. The complete text of the Code of Academic Integrity is in the 2007-2008 Student Handbook (pages 44-47) and posted on the college's website.
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ONLINE CLASSROOM POLICIES:

Online Etiquette Rules

Rules for interacting with others in your online course:

- Unless directed otherwise by your instructor, you should write email and discussion board postings in standard written English (the kind of language you would expect to find in a workplace). Messages should be short and to the point.
- Make sure that you use a meaningful subject line so that your readers will have a clear idea of who sent the message and what the message contains. Many instructors and students are either teaching or taking more than one online class; make the specific class clear from the subject line.
 - Good example - "Subject: XXX 000, J Smith, My feedback on the Taylor article."
 - Poor example - "Subject: Interesting Stuff."
- Use all capital letters sparingly. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally seen as SHOUTING and is often offensive to the reader.
- Be courteous about what you say about others in an electronic format. Never say anything in an email or on a discussion board that you would not want to see printed in the newspaper.
- When reacting to someone else's message, address the ideas, not the person.
- Be careful when using sarcasm and humor. Without face-to-face communications your joke may be viewed as criticism.
- Be careful not to get too personal too fast.
- Be respectful of other, diverse opinions. Don't assume that everyone shares the same views or background.
- Be aware of potential compatibility problems when sharing electronic files. Even though you may be able to "attach" a file to an electronic message, your recipient(s) may not be successful in opening your file on the other end.
- Don't share copyrighted materials. Most things on the Internet are NOT "fair use." Instead of copying a relevant article or web page, provide a link to the material along with a short description of its significance.

(Netiquette rules based on materials developed by World Campus, Penn State)

Computer/Internet Requirements:

Computer/internet access and mastery of basic computer skills are considered to be the student's responsibility. To complete online courses, you must have access to:

- **Computer:** Pentium-class or MAC computer with at least 128 MB RAM
- **Internet connection:** Dial-up 56K modem. Broadband (DSL, Cable-modem, Satellite) is highly recommended.
- **Internet Service Provider (ISP):** Examples: AOL, Verizon, MSN, NetZero, etc.
- **Email:** Your own personal email address; This is available free through sources such as Yahoo, Hotmail, and Gmail.
- **Web Browser:** Internet Explorer 6.0 (or higher), Firefox 1.5 (or higher), or Safari 1.2 (or higher)
- **Software:** Word Processing software (Microsoft Word is the college standard); PowerPoint (suggested to view instructor presentations); Adobe Reader (suggested to view "pdf" files); [add other required software here]

Instructor Contact: [update this section with response times as appropriate]

The best way to reach your instructor is [add appropriate method here]. I will respond to email and phone messages within [add appropriate timeframe here e.g., 24-48 hours except on weekends.]

Be sure to contact your instructor if you have any questions or problems with your online course. When communicating with your instructor, be sure you provide your full name, the course name and reference number for which you are enrolled. If sending an email, be sure to include the code CCGP07 in the subject line so that your email will bypass the college spam filter. An example email subject line is: James Smith, HST 141 - 9739, CCGP07.

Technical Support for Your Online Course:

Looking for answers to technical questions? The Technical Support area of the Distance Learning Center website has a wealth of technical information including Blackboard login instructions, orientation information, hardware and software requirements, web browser plug-ins and downloads, technical tips and frequently asked questions (FAQs). The website for the DL Technical Support area is: <http://www.pgcconline.com/techsupport.html>.

If you have visited the DL website and you need additional technical assistance with your online course, you should contact the Distance Learning Center immediately! You may email or call the Distance Learning Center at: Email: DistanceLearn@pgcc.edu, Telephone: 301-322-0463, FAX: 301-386-7568. You may also visit their office on campus in the Temporary Office (TO) Building, Room 100 (behind Lanham Hall). The Distance Learning Center is open M-F, 8:30 am to 4:30 pm with phone/email support until 9:00 pm.

Online and Distance Learning Library Services:

Online library services, resources and tools are available for online students. You may access the online library resources at: <http://www-old.pgcc.edu/library/online.htm>. You may access the online library databases directly at: <http://www-old.pgcc.edu/library/online.htm>.

ACADEMIC PROGRAMS: *(each is optional – feel free to modify)*

Center for Work-Based Learning **301-322-0136**
Marlboro Hall, Room 2102
<http://academic.pgcc.edu/cwbl/index.shtml>

The Center for Work-Based Learning assists students with combining work experience and academic study. Students are placed in jobs or internships where they may apply classroom learning to the real world. Faculty and on-site supervisors monitor the training to assure that it is relevant to the student's major. College credit is earned for this work-based learning. Work sites are located throughout the Washington, D.C. area as well as in Europe and Africa.

Collegian Centers
<http://academic.pgcc.edu/collegiancenters>

The College's Collegian Centers provide a "place to belong" outside of the classroom. They bring students in particular disciplines together for co-curricular activities and opportunities:

- Administration of Justice – for students interested in criminal justice, corrections, forensic science, and paralegal/pre-law **301-386-7553**
301-322-0757
- Bernard Center – for students interested in business management and accounting **301-322-0554**
- Humanities – for students interested in art, communication, English, language studies, music, philosophy, and theatre **301-583-5209**
- PSE – for students interested in psychology, sociology, and education **301-386-7587**
- STEM – for students interested in science, technology, engineering, and mathematics **301-341-3086**

Hillman Entrepreneurs Program **301-322-0700**
Marlboro Hall, Room 2051
<http://academic.pgcc.edu/hillman/>

Students in any major who have a passionate desire to start, run, or own a business may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive. The program builds entrepreneurial skills, pays up to 64 percent of tuition, provides a \$500 stipend, and qualified students transfer to the University of Maryland College Park as Hillman Entrepreneurs where they have up to 64 percent of their tuition paid and receive a \$1,000 stipend.

Honors Academy/Program
Marlboro Hall, Room 1087

301-322-0433

<http://www.pgcc.edu/prospective/areasofstudy/specialprograms/honorsprogram.aspx>

The Honors Academy admits academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service. Prince George's Community College Honors Program promotes students' intellectual growth and enrichment.

International Education Center
Lanham Hall, Room 221

301-322-0177

<http://academic.pgcc.edu/internationalcenter/>

The International Education Center provides academic support and assistance to students who need help with courses or with understanding the American higher education system. The Center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural issues.

Mentoring Program
Marlboro Hall, Room 2038

301-386-7587

The Mentoring Program provides first-time, full-time students with mentors who will guide and assist them with planning academic and career goals.

Service Learning

301-322-0713

The Service Learning Program encourages the development of civic responsibility through students' participation in service projects within the community that support their academic objectives. Through Service Learning, students learn actively by applying principles learned in the classroom while developing critical reflective thinking as well as personal and civic responsibility.

CAMPUS RESOURCES AND SERVICES:

Student Development Services

Student Development Services offers programs that provide students with advising, individual counseling, and mentoring. For more information, call 301-322-0886 or check the website: <http://www.pgcc.edu/current/academicresources/studentdevelopmentservices>

Computer and Learning Labs

Office	Location	Phone	Hours of Operation
Marlboro Learning Lab	Marlboro Hall Room 2129	301-322-0503	Mon.-Thurs.: 8 am – 8:45 pm Fri.: 8 am – 3:45 pm Sat.: 8:30 am – 2:45 pm Sun.: 10 am – 1 pm
Open Computer Lab	Bladen Hall Room 104	301-322-0999	Mon.-Thurs.: 8 am – 10 pm Fri.: 8 am – 5 pm Sat.: 9 am – 5 pm Sun.: Closed
Open Computer Lab	High Technology Center Rooms 101 and 201	301-322-0999	Mon. – Fri.: 8 am – 10 pm Sat.: Closed Sun.: Closed
Math Learning Center	Marlboro Hall Room 3104	301-583-5257	Mon.: 9 am – 9 pm Tues.: 9:15 am – 8 pm Wed.: 9 am – 9 pm Thurs.: 9:15 am – 8 pm Fri.: 9 am – 7 pm Sat.: 10 am – 2 pm Sun.: Closed

Other Resources, Services, and Academic Support

Office	Location	Phone	Hours of Operation
Bookstore	Largo Student Center Room 116	301-322-0912	Hours vary at beginning and end of the semester. Please call or check website to confirm.
http://www-old.pgcc.edu/pgweb/pgdocs/bookstore.html			
Campus Police	Facilities Management Building	301-322-0666	24 hours

Office	Location	Phone	Hours of Operation
College Life Services	Largo Student Center Room 149	301-322-0853	Mon.-Fri.: 8:30 am – 5 pm
Distance Learning www.pgcconline.com	Temporary Office (TO) Building Room 100	301-322-0463	Mon.- Fri.: 8:30 am – 4:30 pm with phone support available until 9 pm
Library http://www.pgcc.edu/current/academicresources/library.aspx	Lanham Hall Room 112	301-322-0476	Mon-Thurs.: 8 am – 8 pm Fri.: 8 am – 5 pm Sat.: 10 am – 3 pm Sun.: Closed
Testing Center http://academic.pgcc.edu/sas/index.html	Bladen Hall Room 100	301-322-0090	Mon-Thurs.: 8:30 am – 8:30 pm Fri.: 8:30 am – 4:30 pm Sat.: 9 am – 3:30 pm No additional students will be admitted for testing 30 minutes prior to the posted closing time. On the first Friday of every month during the spring semester, the Center closes at 2:30 pm with no admittance after 2:00 p.m.
Tutoring and Writing Centers http://www.pgcc.edu/current/academicresources/tutoringwriting.aspx	Bladen Hall Room 107	301-322-0748	Mon-Thurs.: 8:30 am – 8:30 pm Fri.: 8:30 am – 4:30 pm Sat.: 9 am – 3:30 pm