

Depending on the unit, you will be asked to write a short report, plan a classroom activity, do an assignment to demonstrate proficiency, participate in a discussion group, or take a quiz.. For each unit you will also be required to write a brief learning log indicating a day by day record of how much time was spent and what was accomplished. The log should be informal as if you were telling a friend how you spent your time. It can include positive and negative comments as to the usefulness of the content and organization of the assignment.

With a few exceptions the units may be worked in any order. Some units require special materials such as videotapes or calculators. Arrangements will be made to distribute these, but scheduling will take advanced notice. You will have some flexibility in which activities you do, but the two discussion units will be required. Most units can be completed within a few days; however, the discussion units will be spread out over the course. Be sure to start on these within the first week.

5. Evaluation:

Points for each activity will vary from 5 to 14 points. If you do part of a unit you will earn a portion of the points. This course is offered on a pass/fail basis. To pass you must have earned at least 160 points including some points from each required discussion unit. It is important in an on-line course to pace yourself and not turn in all your work in the last week or two. Therefore, I will not accept more than 35 points worth of work in each of the last three weeks. I encourage you to keep a steady pace of turning in about 20 points of work a week. I will attempt to get the work graded quickly.

6. This is a 8 week 3 credit hour on-line course. After you are registered go to <http://www.webster.edu/worldclassroom/> to learn about the Webster University WorldClassRoom. This site has step-by-step instructions about how to set up your computers for a WebCT course (http://www.webster.edu/worldclassroom/tech_requirements.html.)

If you have never taken a WebCT course before, you are strongly recommended to go through the entire "Student Information Center - WebCT Orientation" on your MyWebCT page to learn about the various WebCT tools.

7. All projects and papers are to be submitted through Web CT.