## **Expectations of Learners**

* This is a fast-paced course that requires regular engagement throughout all three weeks.
* Ensure you have approximately 5-7 hours per week to spend on this course.
* Review the assignments on the “M# Overview and To-Do List” and print it out for easy reference as you complete each task.
* You are expected to plan your study time around the course schedule and recommended completion dates.
* Preview Week Modules “Start Here” and Module 1 will open. Week 1 Modules (2-3) will open on Monday when the course launches, Week 2 Modules (4 & 5) will open on Saturday of Week 1, and Week 3 Modules (6 & 7) will open on Saturday of Week 2. It is expected that you will need to work on weekends to keep pace with the course due dates.
* It is expected that all assignments will be submitted by 11:59 on the last day of the course unless prior arrangements have been made with the facilitators.
* *Check your email account regularly* for updated information. Use e-mail for private messages to the instructor and other students. The “Question Cafe” and discussion forum is for public messages. Emails sent will be answered within 24 hours.
* If you have questions or confusion about an assignment, act promptly! Check the Question Cafe to see if your concern has been addressed already and post your question there if you don't see an answer.
* We are human and sometimes links or other pages need updating or become inactive.
* Read directions carefully.
* In addition to initial responses on the discussion forums, participants are required to provide insightful feedback to at least one peer. Try to reply to someone who does not already have a reply to ensure replies for all.
* Take the student [Online Readiness Survey](http://teachonline.csustan.edu/selfassessment.php) if you feel concerned about your ability to take this course.

## **Technology Skills Required**

The following will technical skills significantly contribute to your success in this online class:

* Competency with file management (for example, creating a folder on your desktop, moving files from one location to another, finding a saved file)
* Internet navigation skills
* Download plug-ins from the Internet
* Using a current and stable internet browser
* Send and receive email
* Competency using a Learning Management System
* Competency using a microphone and webcam for video creation
* Create, save, and submit documents using Microsoft Word and PowerPoint, Google Docs, and Slides
* Toggle between two open software applications on your computer
* Take screenshots
* Copy text from a word processing program and paste them into another program

## **Learner Attributes**

The following attributes will significantly contribute to your success in this online class:

* A positive attitude towards technology
* An open mind towards online education
* Willingness to share your experiences and collaborate with others
* Strong writing skills are needed for expressing yourself in the discussion area
* Strong analytical and critical thinking skills for when you "get stuck"
* Resourcefulness - don't be afraid to click on links and explore and ask questions
* Self-directed with strong time management skills (able to meet specified course deadlines)