

Instructional Technology for Successful Online Learning

UNIV-104

CG Section 8WK 11/08/2019 to 04/16/2020 Modified 08/19/2021

Course Description

Designed to equip students for success as they transition into the online classroom, this course offers strategic information tailored to ensure academic excellence in this unique learning environment; this information includes Liberty University's foundations and beliefs, Liberty University Online resources for success, Canvas navigation techniques, time management strategies, the adult learner's responsibilities, methods for identifying and avoiding academic misconduct, scholarly research tactics, and approaches for selecting the appropriate courses towards completion of the preferred degree program.

Requisites

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](https://catalog.liberty.edu/) (<https://catalog.liberty.edu/>).

Rationale

This course provides an orientation to the online classroom, learning strategies, and technology skills required for success in online learning. This course offers the student an opportunity to develop and strengthen the skills necessary for academic achievement within Liberty University's online program.

Course Learning Outcomes

Upon successful completion of this course, the student will be able to:

- A. Apply basic Canvas navigation techniques to successfully complete an online course.
- B. Apply effective strategies for time management, scholarly research and writing, learning styles, and study skills.
- C. Describe appropriate Liberty University Online resources utilized to improve course experiences and to make degree and course selection decisions.
- D. Evaluate intrinsic and extrinsic responsibilities of adult learners.
- E. Identify forms of academic misconduct, including plagiarism, cheating, and falsification.
- F. Explain basic academic principles as they relate to a biblical worldview.

General Education Foundational Skill Learning Outcomes (FSLO): Technological Solutions and Quantitative Reasoning (TSQR)

TSQR 1: Analyze data and inform action through a structured method.

TSQR 2: Predict the output based on an input in practical scenarios using technological solutions and/or quantitative reasoning.

TSQR 3: Apply the skills needed for successful financial stewardship in various contexts.

TSQR 4: Relate technology and quantitative reasoning to participation in God's redemptive work.

Secondary Foundational Skills Learning Outcomes (FSLO): Communication and Information Literacy (CIL), Critical Thinking (CT), Civic and Global Engagement (CGE), Social and Scientific Inquiry (SSI), & Christianity and Contexts (CC):

CIL 1: Discover and evaluate information to accomplish a specific purpose.

CIL 2: Communicate information effectively in the English language, orally and/or through writing, for a variety of purposes, using technology when appropriate.

CIL 3: Analyze and assess various forms of information and expression to determine their meaning, employing technology when relevant.

CIL 4: Demonstrate a basic understanding of the role of research and scholarship in order to apply it in various contexts.

CIL 5: Relate communication and information literacy to participation in God's redemptive work.

CT 1: Determine the validity and logical consistency of claims and/or positions, using reading comprehension strategies when relevant.

CT 2: Structure an argument or position using credible evidence and valid reasoning.

CT 3: Compare and contrast the biblical worldview with a non-biblical worldview, evaluating the influence of assumptions and contexts on ethics and values.

CT 4: Plan evidence-based courses of action to resolve problems.

CT 5: Relate critical thinking and ethics to participation in God's redemptive work.

CGE 1: Identify the main features of a worldview, assessing the cultural, political, economic, and industrial implications.

CGE 2: Relate government and/or culture to various aspects of life.

CGE 3: Apply the Christian principles and general practices for effectively engaging people from different social and/or cultural backgrounds.

SSI 1: Demonstrate an understanding of the impact of science on the world in which we live.

SSI 2: Demonstrate a biblical understanding of human behavior within various social structures or demonstrate a biblical understanding of humankind's role in scientific inquiry and discovery.

SSI 3: Apply solutions for a social and/or scientific question experienced in nature or society.

CC 3: Apply the biblical text and its principles to life in a manner that bridges various contexts and considers the implications for personal growth.

CC 4: Articulate how faith in Christ and the theological worldview of Scripture shape one's purpose for pursuing education, employment, relationships, and socio-cultural engagement, relating these pursuits to the redemptive work of God.

Course Resources

Click on the following link to view the required resource(s) for the term in which you are registered: [Liberty University Online Bookstore \(https://bncvirtual.com/liberty\)](https://bncvirtual.com/liberty).

Additional Materials for Learning

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Canvas [recommended browsers \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
- D. Microsoft Office 365 (This will be provided to the student by Liberty University as a [free download \(http://www.liberty.edu/informationtechnology/index.cfm?PID=24600\)](http://www.liberty.edu/informationtechnology/index.cfm?PID=24600).)
- E. Please note, technical skills for this course include:
 - a. Use of an Internet browser and web pages

Textbook readings and lecture presentations

Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in the Course Overview.

Discussions (2)

Discussions are collaborative learning experiences. Therefore, students will post an original thread responding to the prompt provided. Thread must be a minimum of 150 words and include introductory information and thoughts. In addition, students will reply to two other classmates. Each reply must be a minimum of 75 words. This assignment aligns with the following CLOs: A, B, C, D, E, & F. This assignment aligns with the following FSLOs: TSQR 1, 2, & 4, CIL 2, CT 1, 2 & 4.

Email Assignment

Students will complete a brief, "mock" email assignment, designed to orient students to proper and professional email communication and etiquette. The email will not be sent; a screenshot will be uploaded instead. This assignment aligns with the following CLO: A, B, C, & D. This assignment aligns with the following FSLOs: TSQR 1, CIL 2.

Interactive Activity: Financial Literacy Assignment

Students will complete an interactive activity on the four H's of financial wisdom. This assignment aligns with the following CLOs: A, B & F. This activity autogrades. This assignment aligns with the following FSLOs: TSQR 3, CIL 1, 2, 3, & 5, CT 4 & 5.

Interactive Activity: Foundational Skills Assignment

Students will view videos on the six general education foundational skills while they complete an interactive "Escape Room" activity. This activity autogrades. This assignment aligns with the following CLOs: A, B, C, D, E, & F. This assignment aligns with the following FSLOs: TSQR 1, 2, & 4, CIL 1 & 3, CT 1.

Homework: MT Aplia Assignments (7)

Students will complete chapter-based activities. Each activity autogrades. Assignments align with the following CLOs: A, B, C, D, & E. These align with the following FLSOs: CIL 1, 2, 3, & 5; TSQR 1; CT 2, 3 & 4; CGE 3; SSI 1 & 3; CC 3 & 4.

Campus Exploration PowerPoint Assignment

Students will create a Powerpoint based on a campus exploration experience, either on-campus or online using Liberty's website. The PowerPoint must contain 10 slides. Slides will require a picture and include information on the service/office. This assignment aligns with the following CLOs: A & C. This assignment aligns with the following FSLOs: TSQR 1, CIL 1 & 2.

Quiz: Midterm and Final (2)

Students will complete two open-book/open-notes 30 multiple-choice question examinations, based on the textbook readings (Midterm will cover Chapters 1-5; Final will cover Chapters 6-10). Students may attempt each exam twice. Exams autograde. Align with the following CLOs: A, B, C, D, & E. Assignment align with the following FSLOs: TSQR 1 & 2, CT 1 & 2, CGE 3.

Quiz: Assessment Confirmation (2)

Students will complete placement assessments in English and Math to determine future course sequencing and placement. These assessments are located in separate Canvas courses and can be located on the Canvas Dashboard. After completing the assessments, students will confirm the status of these assessments within two quizzes in the course:

Quiz: Assessment Confirmation – English

Quiz: Assessment Confirmation – Math

Faculty will confirm the student's status on each assessment and update the grade accordingly. This assignment aligns with the

following CLOs: A, B, & E. These align with the following FLSOs: CIL 1, 2, 3, & 5; TSQR 1 & 2; CT 1 & 2.

Civic and Global Engagement/Diversity/Worldview Reflection Assignment

After completing the readings and viewing the presentations for the assigned Module: Week, students will complete a three-part reflection essay demonstrating vital insights on the cultivation and implementation of a biblical worldview. The essay must be 300-400 words. This assignment aligns with the following CLOs: A, B, C, D, & F. This assignment aligns with the following FLSOs: TSQR 2 & 4, CIL 1, 2, 3, & 5, CT 1, 2, & 4, CGE 1, 2, & 3, SSI 2a, CC 3 & 4.

Extra Credit General Education Assessment (Optional)

Students may complete a 28-question General Education Assessment. Questions are drawn from each of the six foundation skills (Civic & Global Engagement, Communication & Information Literacy, Christianity & Contexts, Critical Thinking, Social & Scientific Inquiry, and Technological Solutions and Quantitative Reasoning). One extra credit point will be awarded for each correct response, and will be factored into overall student grades, up to the total of 1010.

✓ Course Grading

Course Requirements Checklist	10
Discussions (2 at 70 pts ea)	140
Email Assignment	50
Interactive Activity: Financial Literacy Assignment	50
Interactive Activity: Foundational Skills Assignment	50
Homework: MT Aplia Assignments (7 at 30 pts ea)	210
Campus Exploration PowerPoint Assignment	150
Quiz: Mid-Term and Final (2 at 100 pts ea)	200
Quiz: Assessment Confirmation (2 at 25 pts ea)	50
Civic and Global Engagement/Diversity/Worldview Reflection Assignment	100
Total	1010

* Course Policies

Instructor Feedback and Response Time

Responses to student emails will be provided within 36 hours and assignment feedback will be given within 5 days from the assignment due date.

Quality Matters Seal of Approval

This certification mark recognizes that this course met Quality Matters Review Standards.

Quality Matters (QM) is a non-profit organization committed to quality assurance in Online Education. Courses that have received the QM Seal of Approval have passed rigorous reviews by Quality Matters evaluators and maintain their approval for five years.

Policies

Late Assignment Policy

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.
4. Group projects, including group discussion threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Online Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu for accommodations. Such accommodations require appropriate documentation of your condition. For more information about ODAS and the accommodations process, including how to request an accommodation, please visit <https://www.liberty.edu/online/online-disability-accommodation-support/> (<https://www.liberty.edu/online/online-disability-accommodation-support/>). Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) (https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) or the [Student Disability Grievance Policy and Procedures](http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf) (http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf).

Course Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by physical class attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject. More information regarding the [attendance policy](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2BAnd%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLfISQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0>) can be found in the [Academic Course Catalogs](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C637315433613729132&sdata=DjjhMiRBFnF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbf8218eb3024465a9934a39c97251b2%7C0%7C637315433613729132&sdata=DjjhMiRBFnF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXIA%3D&reserved=0>). Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options. Students who begin an online course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of "FN" ([Failure for Non-Attendance](https://nam04.safelinks.protection.outlook.com/) (<https://nam04.safelinks.protection.outlook.com/>)).

[url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0](https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfa69InuhVHMHAVgu59ZP0Fw45xJTU9PIBrU%3D&reserved=0)). Students wishing to withdraw from courses after the official start date should familiarize themselves with the [withdrawal policy](#).

Grading Scale

A	B	C	D	F
900-1010	800-899	700-799	600-699	0-599

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

Add/Drop Policy

The full policy statement and procedures are published in the [Policy Directory](#) (<https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes>).

Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at <http://www.liberty.edu/index.cfm?PID=19155> (<http://www.liberty.edu/index.cfm?PID=19155>).

Schedule

When	Topic	Notes
Course Overview	Student Acknowledgements	Course Requirements Checklist
	Technology Integration Set-Up	Prepare: Cengage MindTap
Module 1: Week 1	Learn	Read: 2 items Watch: 2 items Explore: 1 item
	Apply	Homework: MT Aplia: Introductory Chapter Assignment Email Assignment Discussion: We the Champions

When	Topic	Notes
Module 2: Week 2	Learn	Read: 6 items Watch: 3 items
	Apply	Homework: MT Aplia: Taking Charge of Your Time and Money Assignment Interactive Activity: Foundational Skills Assignment Interactive Activity: Financial Literacy Assignment Quiz: Extra Credit - GENED Assessment
Module 3: Week 3	Learn	Read: 2 items Watch: 1 item
	Apply	Homework: MT Aplia: Participating in Class and Taking Notes Assignment Campus Exploration PowerPoint Assignment
Module 4: Week 4	Learn	Read: 1 item Watch: 1 item
	Apply	Homework: MT Aplia: Maximizing Memory and Taking Tests Assignment Quiz: Midterm
Module 5: Week 5	Learn	Read: 3 items Watch: 1 item
	Apply	Homework: MT Aplia: Developing Information Literacy Assignment Quiz: Assessment Confirmation – English Quiz: Assessment Confirmation – Math
Module 6: Week 6	Learn	Read: 2 items Watch: 2 items
	Apply	Homework: MT Aplia: Thinking Critically and Communicating Your Ideas Assignment Civic and Global Engagement/Diversity/Worldview Reflection Assignment
Module 7: Week 7	Learn	Read: 2 items Watch: 1 item
	Apply	Homework: MT Aplia: Choosing Your Major and Planning Your Career Assignment Discussion: Reflection on Course Goals
Module 8: Week 8	Learn	Read: 1 item Watch: 1 item
	Apply	Quiz: Final