



Cleveland State University

Summer 2017

Dear ALD 646 Students:

Welcome to the start of a new semester. You are listed as a registered student during Summer Session 2 for ALD 646, Human Resource Development for Adult Educators offered online at CSU through Blackboard Learn. This letter contains information, procedures, and the time schedule for beginning this course.

This is a long letter with many important details. It is designed to help you get started in this online course and to be successful. Please review this letter carefully and email me with any questions before classes begin.

The course is entirely Internet based--that means there are no regularly scheduled on-campus class meetings. However, we communicate through Blackboard, or phone or regular e-mail. I will be monitoring the course on a daily basis--you should be aware that it might take me up to 24 hours to respond to your email, although, I will try to respond as quickly as I can to your communications.

Thus, the entire course, with all interactions between instructor-student and student-student, occurs using the online discussion boards, chat room software, and email. To reiterate, Web access is required in order to complete this course. I am including directions for logging into the website in this letter.

This 6-week summer online course begins Saturday, July 1 and on Friday, August 11, 2017.

The course is only 6 weeks long and one cannot afford to get behind because of a lack of text. The **Required Texts** are available from the CSU Bookstore:

Sadler-Smith, E. (2006). *Learning and development for managers: Perspectives from research and practice*. Malden, MA: Blackwell Publishing.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: Author. (Required Style Manual)

Second: you need to log on to the Blackboard Learn site:

1. You can reach the Blackboard site in a number of ways. You can start from the CSU homepage at <http://www.csuohio.edu/>. You can then click on "My CSU" and you

will find a link at the bottom of the page for Blackboard. Alternatively, you can also go to the CSU library home page and click on the words “Blackboard” on the right hand side at the bottom of the page.

I would like to suggest that you bookmark this link at your computer so that you can quickly access the course.

2. To login, click on the link to Blackboard Learn and then use your CSU ID# and your pin to enter the system. After entering this information, you will move into the Blackboard system and ALD 646 should be listed as one of your courses.
3. To learn more about Blackboard at CSU you can click on the link for either the student tutorial or the student FAQs section on the home page of Blackboard for more information.
4. Go to the icon on the left that says “**Course Content**” and then “**Start Here**” to begin the journey. This link will give you information that you need to get started and be successful in this course. In addition, you need to read the information included in this letter (together with the website links) for more information about online learning. This information will help you to assess if an online course is right for you, and give you some tips about how to be successful.

When you get in to the course, click around the site, look at the syllabus, and see where various sections and items are located.

The “Course Content” tab contains four major sections. The first section is called “Start Here” which you looked at above. The second link is labeled Student Support containing information about using Blackboard. In this section, you will find a quiz to assess your readiness to engage successfully in an online course, and two documents that tell you how to upload an assignment and take a quiz in Blackboard. In addition, there is information about the plagiarism policy at CSU.

“Course Materials” includes important information such as the syllabus and important dates.

Please note that you will need to pre-submit two of your papers (“Journal Article Review” and “Compare and Contrast”) to Turnitin.com before you can upload your paper to Blackboard to be graded. The due date refers to the date that your paper must be uploaded to Blackboard. There are instructions in the “Student Support” folder under the “Course Content” folder on the homepage to guide you through the entire process.

“Learning Modules” section contains all of the links that you need to engage in this course. Be sure to check your email often within Blackboard.

First tip for success: I suggest that students develop a routine for engaging with the course tasks. For instance, set aside at least two to three times each week to log on to the course. Once you have logged on 1) check your email, 2) check the course schedule for the current unit – what

do you need to be doing for this unit and what items have you completed, and 3) log on and participate in the discussions. You are required to contribute twice during each unit to each discussion question. Please note that you must post twice for each discussion question and that the postings need to occur 24 hours apart.

You should be set to go! If you have any questions, please email me at c.monaghan@csuohio.edu

Second tip for success:

If you have any technical problems, you need to contact the Help Desk. They have support staff that can help you via e-mail or call you back if that would work best for you. They are there to help you figure out any problem you are having. To contact the help desk you can call them at 216-687-5050 and select option #2 for Blackboard Support or you can email them at call.center@csuohio.edu. You can also contact the ELearning center at elarning@csuohio.edu as well or walk-in to RT 1104.

Sometimes the problem is with your computer or internet connection and sometimes it may be an overall system problem. A common problem involves the browser set - up. To learn more about that directly go to the following link <http://www.webct.com/tuneup> and it will help you to make sure that your computer is set up correctly to work with Blackboard. Before contacting the help desk, you could go to Blackboard Learn FAQ at askelearning.csuohio.edu to see if you can solve the problem.

Please note that I cannot offer any technology advice – I am not an expert in technology! In addition, I do not have the ability to help diagnose any problems that you may be having. The fastest way to get them solved is to contact the help desk with any problems.

The following pages will provide additional information about the course and explain how to get started on your journey.

About the Course

Even though the course is online, it follows an organizational pattern very much like an on-campus course. The course runs on the following cycle: each unit/discussion **will open on Saturday at 12:01 AM and close the following Saturday at 11:59 PM**. Unit 1 will be an exception and open as early as I can get the Blackboard site up and running. Unit 6 will be an exception also because the semester ends on **Friday, August 11th** but I will open it early to avoid any time delays. We will follow a specific schedule of topics to structure our study. Each cycle will be composed of one unit. For each unit you will have reading assignments. There will be varied activities and assignments for each unit. We will engage in regular on line discussions of critical issues, using the Blackboard discussion tool. That discussion will be asynchronous (not occurring in real-time), which will enable each of us to participate at a time of day that is convenient to us. These types of asynchronous discussions mean you will reflect on beginning questions, post your contribution to the discussion online, as well as enter into a dialogue with other students and the instructor over a one - week time segment. This is similar to a regular face-to-face (f2f) discussion over a longer period.

Please note the following:

- This is an extremely intensive, fast-paced, and engaging course. Active online participation is required. **Please be advised, the course is not designed as an independent study.** This is a paced course, which means that there is an established start and end date, and that you will interact with other students throughout the course. The units are to be completed at the rate of one a week. Each lesson contains learning activities, on-line discussions and quizzes along with three papers. Note: you will be able to do the readings and some of the assignments ahead of time if you need to do that.
- However, the discussion participation and quizzes are confined to each unit and each unit to a specific period and there is no way to discuss earlier or later than that period. With that said, you could always write your initial post in a word document ahead of time and then cut and paste when the discussion is open and it is convenient to you. In addition, all assignments must be turned in by the due date to receive full credit. The syllabus will contain further details about all of this.
- The course is targeted toward graduate students. Not a single student over the max will be permitted to enroll, regardless of the extenuating circumstance.
- **In addition to the text, other course readings will be assigned and made available in Blackboard and through the CSU Library Course Reserves: **The password for ALD 646, Library Course Reserves Summer semester is 1227.** Each unit will provide you with information about how to get additional reading assignments.**
- Students who are taking their first online course are highly encouraged, for maximum success, to complete the Blackboard Tutorial before the start of the semester. Since this is a paced course and each unit's discussion opens and closes each Monday you will be more successful if you are not trying to figure out Blackboard at the same time you are trying to participate in the course.
- Remember, active online participation/engagement is always expected!!!
- I would like to remind you once again that the course begins on July 1st.

If you have any questions prior to the beginning of the course, you can reach me by e-mail at c.monaghan@csuohio.edu

I know this letter contains a lot of information! Please contact me at my email address at any time if you have questions. If this is your first online course experience, it may take a short time to adjust to the Internet medium, but I believe you will find taking courses via the Internet to be an interesting and useful learning experience. Adult learners an online course format for the first time may be particularly challenged, but I believe that each of you has the potential to develop your commitment to self-directed, autonomous, and innovative learning experiences.

At the end of this letter is an optional 2-page article about participating in an online course. My hope is that you will find the information to be very useful to your success.

I am excited about the course and am looking forward to meeting you online!

Sincerely,

Dr. Cate Monaghan
Adjunct Associate Professor, Adult Learning and Development
Phone 717-421-4442 (Cell)
Cleveland State University

Optional Reading:

What about online learning? By Dr. Donna Schultheiss, Ph.D.

What about online learning?

Online instruction is an exciting new medium for the exchange of ideas and resources that is gaining popularity across the country. The primary difference between traditional classroom-based instruction and online instruction is the way you get your information and how you interact with your instructors and classmates. How will you know if online learning is really for you? Success with online learning depends in part on your lifestyle, and in part on a number of individual traits. Many people find that the flexibility of learning on a schedule that meets your needs and lifestyle is preferable to having a set class meeting time. With asynchronous communication (i.e., when students and the instructor do not have to be logged into the website at the same time to communicate because messages and information are posted and saved on the website), students can log into the course website anytime (i.e., twenty four hours a day, seven days a week), anywhere (provided that internet access is available).

Successful online learners typically possess key traits that are conducive to online learning. If you are thinking about enrolling in an online course as an easy way to earn credit, think again! Successful online learners are self-directed, motivated, comfortable working on computers, able to use email, internet browsers, and word processors, like to read and write, are inquisitive, self-disciplined and independent, and are able to stay on task for long periods of time. Only you can be responsible for structuring your time in an online course. To succeed in an online course...you have to be online. That seems obvious, but think about it. When you take a traditional class you spend about 3 hours a week in class during a 16 week semester, and about 8 hours in class during a 6 week session. Think about the times that you missed class and had to rely on other students' notes, compared to the times that you were present in class and actively participated in discussions. My guess is that you benefited much more from being involved in discussions, than from copying the notes from your peers. Well, not logging onto the website and participating in discussions is analogous to missing class. Like most things in life, you get out of it, what you put into it. To get the most out of an online course, you have to log on frequently and actively participate in discussions by reading and contributing to discussions.

Although you will not have face-to-face contact with your instructor and classmates, online interaction is essential to online learning. Given that writing is the primary mode of communication, you should feel comfortable expressing your thoughts, opinions, and questions in written form. To succeed in an online class, you need to feel comfortable initiating online communication with your instructor and fellow classmates. It is particularly important to feel comfortable asking questions, so that your instructor and classmates know when you are stuck and need help.

You might think you have what it takes to enjoy and benefit from online instruction, but want more information on what else it takes to succeed online. Here are some tips retrieved from: <http://www.worldwidelearn.com/education-articles/distance-learning-success.htm>

- *Set goals*
Set immediate and short-term attainable goals, not long-term goals that are not well defined. For example, break long-term assignments into smaller more manageable steps.
- *Establish a regular study/learning schedule*
Determine the times that are best for you to study and to be online. With online instruction it is essential to be online often. Cramming in one night just doesn't do it. Set a schedule and keep to it.
- *Talk about it*
Tell people what you are doing. Let others know about your decision to enroll in an online course. You are more likely to stick to a course if others know about it. Perhaps, even have someone edit your work.
- *Join a study group*
Form a study group either in person or online with classmates in the online course. Many online courses have chat rooms available for student use. Use them to connect with other students to study or share experiences with online instruction.
- *Know your learning style and use it*
Look for real-world examples of what you are studying. Put things into practice that you are learning about.
- *Celebrate your successes*
Reward yourself for meeting your goals!
- *Ask Questions*
Don't hesitate to ask questions of your instructor and your classmates. Active involvement in online learning means asking questions.

Check out the website above for more information about online learning.