Introduction Module: Getting Started (WEEK 1)
Overview…
You will find that online courses require skills and habits that may be less essential in traditional courses. Successful students effectively manage their workload by setting up a regular time and location to study in an environment that is comfortable and free of clutter and distractions. You must not procrastinate on module assignments; instead, show initiative by completing your work well ahead of the due date. Working ahead will allow you time to overcome any technical problems you may encounter and make your online experience go more smoothly. Remember, technical difficulties do not constitute a valid excuse for late work, so planning and working ahead are essential. All technical questions should be directed to technical support while questions regarding course content should be addressed with your course faculty.

Objectives…
- Demonstrate professional communication skills and abilities.
- Cultivate soft skills and cultural diversity.
- Develop a sense of community through involvement in creating an engaging online classroom experience with your classmates and instructor.

Netiquette…
There are general expectations concerning etiquette in an online course. Consider the following when interacting with others online:

- **Timeliness:** Monitor course activity and respond to communications in a timely manner.
- **Confidentiality:** Be discreet in online discussions and discourse. Avoid using names of people or facilities.
- **Language tone**: The absence of face-to-face interaction increases the misinterpretation of written text. Avoid using offensive language, excessive exclamation points, sarcasm, acronyms, emoticons, and slang. Do not use all caps in your communications, as it is considered shouting.
- **Respect**: Each student's viewpoint is valued as an opinion. When responding to another person, be sure to state an opposing opinion in a diplomatic way. Disagree with ideas, but do not make personal attacks. Be careful what you write because you cannot use body language or tone of voice.
- **Diversity**: Recognize and value the experiences, abilities, and knowledge each person brings to class.
- **Brevity:** Be concise when contributing to a discussion. Online courses require a lot of reading; therefore, your points may be missed if hidden in a flood of text.
- **Preparation**: Read all posts in a discussion thread before you post a comment, so you do not repeat information. Proofread and spell check all messages before you post them.
- **Citation:** Cite your references and do not plagiarize.

Library Services…
All students have access to the resources available at the UA Libraries. Please visit the [UA Libraries Distance Education](#) website for more information.
Hoovers Long Distance Log-on:
a. Log onto your myBama
b. Click the **"Library"** tab
c. Click on **"Databases"** in the Search Box
d. type **"Hoovers"** into the Keyword Search box, located under Filter By Databases (to the right of the homepage)

Writing Center…
The University of Alabama Writing Center provides free professional tutoring to all UA students. They can help you with both general and discipline-specific composition. They also provide these resources to assist you.

Journals…
As in most service-learning courses, learning through reflecting on experience is at the center of this course, and faculty guide students as they integrate intellectual knowledge with online community experience through the process of *reflection… journaling…* The **final assignment/paper** will be a compilation of your journals/papers through the entire course.

Daily News Sources…
You should follow news that is relevant to your desired career and pay attention to current topics and trends in your field. Later this semester, you will be asked to discuss your daily news sources in the Daily News Sources Wiki. See Course Schedule for due date. If you do not currently subscribe to any daily news sources, you need to do so. You can peruse the Internet for daily news sources, newsletters, and podcasts and subscribe to as many as you want. Below is a list of possible news sources:

- TedTalks
- the Skimm
- Today in Tabs
- This is True
- Ray Kurzweil's Accelerating Intelligence
- Center for Data Innovation
- Next Draft
- Now I Know
- Real Future
- The Daily Digg
- Annals of Improbable Research
- Today I Found Out
- James Clear

READ/REVIEW…
- The Course Introduction, Outline, and Syllabus.
    - Post any questions or comments to the Introduction Module Discussion Board. There are threads for each component of the introduction, as well as one each for the outline, the syllabus, and general questions.
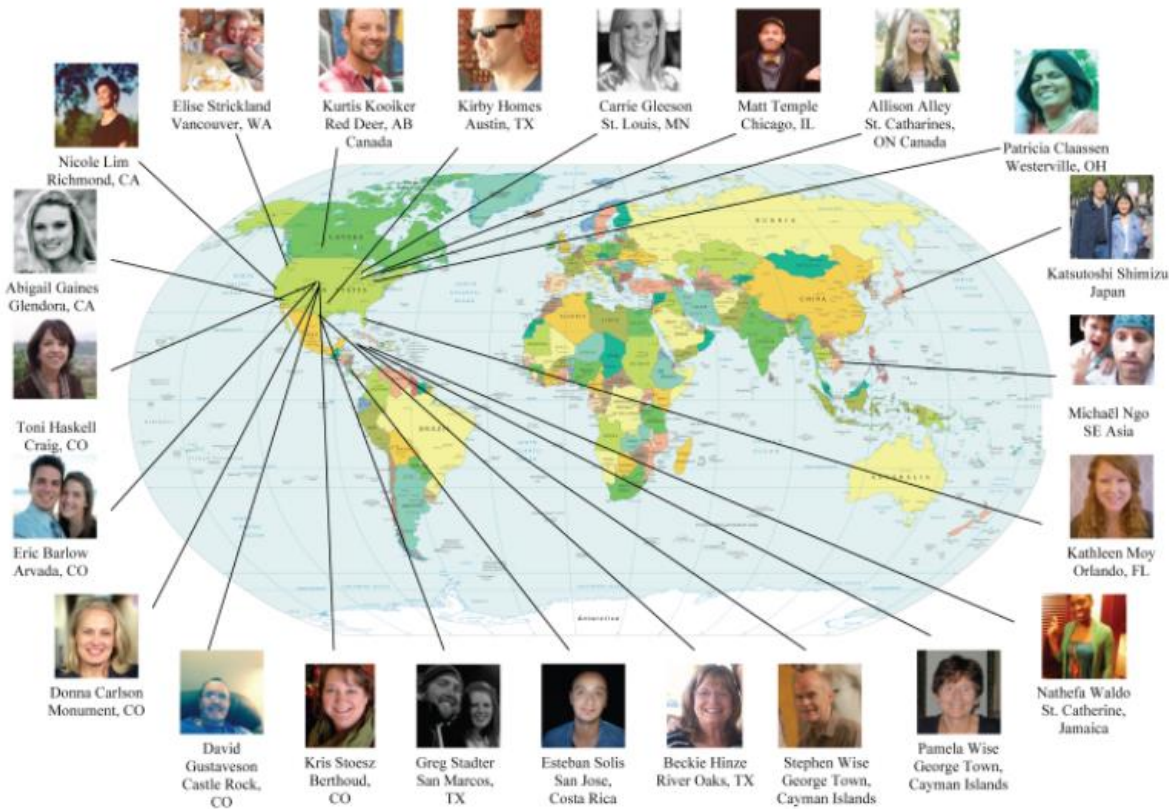
READ/REVIEW…
Professional Emails: A Practical Guide.ppt, appendix 1
- The University of Alabama had recognized e-mail as the official form of communication
    - It is imperative that students in this class regularly check their crimson.ua.edu email accounts regarding communication for this course.
- Part of moving forward as a professional will be using this format in this and your other classes.
    - I will not respond to emails if they are not correctly formatted.
- **EMAIL ME** a quick message to let me know you understand this to darryl.thornton@ua.edu

PARTICIPATE…
Online Introduction Discussion through Cohort Map…
In HES2xx we will use a variety of formats to enhance this educational experience to facilitate engagement and community within an on-line learning environment. On-line and/or distance education uses the internet to provide live two-way classroom interaction. Here we will utilize a Cohort Map to introduce ourselves via video and pin-point our location in the world.

- Introduce yourself to the class by showing us your location on the Cohort Map.
- Attach/imbed a video introduction using a fun fact about yourself and complete ALL components of the registration information, including; name, field of study (major), about me.
- Comment on at least 5 other's videos… stay positive and upbeat…

TAKE…
Introduction Quiz… what do you know about sustainability?, appendix 2
- Take the introduction quiz to determine your current knowledge of sustainability, this will be graded for participation.