

# POST-TRADITIONAL PROGRAMS OF STUDY

## General Education Requirements

General Education requirements are detailed on each undergraduate student degree completion plan and should be reviewed with the student's advisor prior to starting the program. If additional credit hours are required to reach 120 credit hours, including the fulfillment of general education requirements, they may be obtained in the following ways:

- Take five online electives
- Additional Medaille College courses
- Traditional or online college courses from regionally accredited institutions
- Credit for Prior Learning
- Challenge Exams
- Credit by Examination - RCE, CLEP, DSST
- Independent Study

It is strongly recommended that degree requirements be completed within a year of finishing a program sequence. If a student has outstanding credits to complete following the completion of a program sequence, the student must complete at least one course per year to maintain an active enrollment status with Medaille. If one-year lapses in which the student does not complete a course, he or she may be subject to new admission and graduation requirements, as well as new tuition pricing levels, and will be required to reapply for admission to the program.

## Online Netiquette Expectations

Regular, professional, and concise communication is paramount in online communication. Online students and instructors are expected to adhere to standard netiquette rules for course communications. Netiquette reflects expected online behavior for students and faculty, establishing a ground rules that will promote effective online interaction and positive learning experiences. Simply stated, netiquette defines good manners on the Internet. Students should note the following additional considerations for online courses:

- Be polite and reflective; think about what is being written so not to offend others. Work should be thoughtful and supportive, not opinionated.
- Address classmates by name. Own name should be signed to work on discussion boards and in e-mail.
- Do not type the entire message in all capital letters; most people find this **annoying**. It is like yelling at someone on the computer.
- Keep the discussion board posts relevant and concise. Since all class members must read all posts; avoid rambling, repetition, or opinionated arguments that are not supported by research. Respect other people's time.
- Treat others respectfully. Find a way to share a difference of opinion without verbal abuse or insults.
- Respect copyrights. There is a wealth of information on the Internet, and as an online student, the work, words, and ideas of others will be accessed. However, failing to attribute work to its true originator can feel like theft. Be scrupulous about citing sources.

- Use proper grammar and spelling. Abbreviated words, web jargon, and emoticons can wear thin and do nothing to increase skills in professional communication. Use spell check if needed and remember to establish web habits that will be used successfully through a professional career. Standard typing, grammar, spelling, punctuation and APA rules apply.
- Never put anything in writing that would cause embarrassment. Keep even private discussions appropriate and avoid profanity. Nothing is ever truly gone on the web and will reappear.
- It is recommended that email between the student and instructor take place within the course in Blackboard (Bb). Note that after the course closes, students will not have access to the emails in Bb. The only other email system that should be used for any college related correspondence is the Medaille email system. Note that email sent in the Medaille system may be deleted by the student or instructor.
- Instructors will publish their times of availability, including periods of time during the week when the instructor is not available. Online instructors have been asked to check their e-mail at least once a day while teaching, but keep in mind that online access does not necessarily mean immediate response. It is most likely that the instructor may share in the same work and family responsibilities. Every effort will be made to address student concerns promptly, and consideration will be appreciated. Students should expect an instructor to return a phone or e-mail message within a day or two.
- Keep in mind that others in the course cannot see facial expressions or body language. This makes joking or sarcasm tricky to pull off successfully online. The only interaction with classmates will be the typed letters on a computer screen. For that reason, reread work carefully before sending or submitting; make sure it says exactly what it should. Once it has been sent, it cannot be retrieved.
- Treat team members with the same respect reserved for the instructor and other classmates. Students are expected to contribute fully in all team activities.
- Online teams are not expected to carry or cover for non-performing team members.
- Students are expected to participate in individual and learning team discussion boards each week (if assigned), in addition to weekly and team assignments. Standard netiquette rules are especially important on individual and team discussion boards. Students may also communicate with each other outside of the course management system. Medaille cannot monitor these communications; however, students are expected to adhere to the same standards that apply in the course management system.

## Responsibilities of Online Students

The non-traditional learning environments found in these programs make some additional demands on its students. These include:

- Students should log in to class (and at group meetings) fully prepared to participate and contribute to activities.
- Students are responsible for initiating contact with the instructor if they have missed a class, a test, or an assignment.
- Students are responsible for acquiring and maintaining an adequate laptop computer. Medaille will provide wireless Internet access on campus, and appropriate IT and E-Learning course support.
- Students are expected to comply with the policies and procedures outlined in this section of the catalog.

- Under no circumstances should a student share login credentials, passwords or other personal information. This is a serious risk and is a violation of IT policies (<http://it.medaille.edu/policies/>).

## Time-On-Task

In order to ensure adequate time-on-task for online courses, students are expected to complete a minimum time-on-task for learning activities. Please refer to the chart below for minimal-time on-task requirements.

(Source: <http://www.nysed.gov/college-university-evaluation/distance-education-program-policies> (<http://www.nysed.gov/college-university-evaluation/distance-education-program-policies/>)).

### Determining Time on Task

Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects.) Regardless of the delivery method or the particular learning activities employed, the amount of learning time in any college course should meet the requirements of Commissioner's Regulation Section 50.1 (o), a total of 45 hours for one semester credit (in conventional classroom education this breaks down into 15 hours of instruction plus 30 hours of student work/study out of class.)

"Instruction" is provided differently in online courses than in classroom-based courses. Despite the difference in methodology and activities, however, the total "learning time" online can usually be counted. Rather than try to distinguish between "in-class" and "outside-class" time for students, the faculty member developing and/or teaching the online course should calculate how much time a student doing satisfactory work would take to complete the work of the course, including:

- reading course presentations/ "lectures"
- reading other material
- participation in online discussion
- doing research
- writing papers or other assignments
- completing all other assignments (e.g. projects)

The total time spent on these tasks should be roughly equal to that spent on comparable tasks in a classroom-based course. Time spent downloading or uploading documents, troubleshooting technical problems, or in chat rooms (unless on course assignments such as group projects) should not be counted.

In determining the time on task for an online course, useful information include:

- the course objectives and expected learning outcomes
- the list of topics in the course outline or syllabus; the textbooks, additional readings, and related education materials (such as software) require
- statements in course materials informing students of the time and/or effort they are expected to devote to the course or individual parts of it
- a listing of the pedagogical tools to be used in the online course, how each will be used, and the expectations for participation (e.g., in an online discussion, how many substantive postings will be required of a student for each week or unit?)

Theoretically, one should be able to measure any course, regardless of delivery method, by the description of the content covered. However, this is difficult for anyone other than the course developer or instructor to determine accurately, since the same statement of content (in a course outline or syllabus) can represent many different levels of breadth and depth in the treatment of that content, and require widely varying amounts of time

### Time-On-Task for Online Courses

Course credit	Total time-on task for online course	Minimum time-on-task per week (7 weeks)	Minimum time-on-task per week (15 weeks)
1	45 hours	6.4 hours	3 hours
2	90 hours	12.9 hours	6 hours
3	135 hours	19.3 hours	9 hours
4	180 hours	25.7 hours	12 hours

### Time-On-Task for On-Ground Courses

Course credit (7 weeks)	Total time-on task for course	Minimum time-on-task per week (7 weeks)	Minimum time-on-task per week (15 weeks)
1	15 hours 30 outside of class hours	7.5 in class hours 4.3 outside of class hours	1 in class hour 2 outside of class hours
2	30 hours 60 outside of class hours	4.3 in class hours 8.6 outside of class hours	6 in class hour 4 outside of class hours
3	45 hours 60 outside of class hours	6.4 in class hours 12.9 outside of class hours	3 in class hours 6.1 outside of class of hours
4	60 hours 120 outside of class hours	8.6 in class hours 17.1 outside of class hours	12.1 in class hours 8 outside of class hours