

Tips for Success!

In general, online learners should strive to possess the following qualities:

- Have access to the necessary equipment: a computer with high speed Internet connection.
- Feel comfortable using the computer for basic word-processing, accessing the Internet, and using email services and enjoy using technology to learn new ideas and concepts.
- Have good time management skills and enjoy managing their own time.
- Be open-minded about sharing life, work and educational experiences as part of the learning process.
- Be willing to log on to the course a minimum of 3-5 days a week to fully participate in the online learning community by posting and providing feedback to others.
- Value the ideas of others – classmates and instructors – by being polite and respectful in comments and feedback.
- Apply what is learned and share experiences.
- Contributing advice or ideas about the real-world as it applies to the subject matter you are studying helps to internalize what is learned.

Virginia Adult Learning Resource Center Commitments:

- We agree to maximize your networking opportunities with your peers in order to help you provide the best instruction to your learners.
- We agree to provide access to an expert facilitator to lead discussions, provide feedback, and answer questions.
- We agree to provide up-to-date resources and links to further your professional development.
- We agree to provide a suggested weekly schedule and to follow up with you each week on any missing assignments to keep you on track.
- We agree to provide technical assistance related to the course delivery and components.
- We agree to provide an official certificate of completion upon fulfillment of all course requirements.

Online Learner Commitments:

- I have access to the necessary equipment to be successful in this course: a computer or mobile device with high speed Internet connection and email, and am comfortable using this technology. I also agree to add the following email address to my address book to ensure that I am receiving facilitator emails: valrccourses@vcu.edu.
- I understand that my full participation will take approximately four hours of my time each week. I have reviewed my schedule and have the available time to commit to this course.

- I agree to complete all assignments including individualized study, class discussion, group work, and personal reflection within the assigned week, as outlined by the course schedule. Weekly work is due by Wednesday at midnight.
- I agree to participate in the virtual classroom at least three times per week, contributing my ideas, perspective, and respectful feedback to peers.
- I understand this course is offered at a postsecondary level. Work product is expected to reflect this level of proficiency. Feedback will be provided by facilitators and editing of work and re-submittal could be required for successful completion.
- I agree to be absent from the course for no more than one week and to post within the first 2 days of the course. I also agree to inform my facilitators of any planned absence in advance. If unforeseen circumstances that may affect my course participation arise, I agree to inform my facilitators as soon as possible.
- I agree to contact my technical facilitator if I have any technical questions or issues. The email address for the technical facilitator is valrccourses@vcu.edu.
- I agree to complete the End-of-Course Evaluation within a timely manner at the end of the course.
- I understand that if I do not follow the guidelines outlined in this document, I can be removed from the course and placed on waiting-list only status for future online courses.