Setting Student Expectations

Course Number: Course Name is a 3 credit hour course offered fully online via Blackboard. There are no scheduled class sessions.

The course Blackboard site will be available to students on FILL IN DATE. Post a message that week to confirm your intent to take the course. You are expected to read the material available in the Course Information section of the Blackboard site.

Course work begins FILL IN DATE when information on the first few assignments will be available. You should check the course Blackboard site on or before DATE and frequently during that week for updates and announcements. The first assignment is DUE on FILL IN.

Throughout the semester, you will need computer access every one to two days to check for course announcements and e-mails and to contribute to online discussions. You are expected to contribute to the class discussion at least X times a week.

The following is a list of guidelines for general course communications:

Course Communications

- Communication will be via Blackboard Announcements, Blackboard Discussion Boards and e-mail.
- Questions about the course are asked and answered by e-mail. Use the phone if you have a major, urgent problem.
- Your instructor is available for virtual office hours on FILL IN.
- Include “COURSE NUMBER” in the subject line of your e-mails.
- Include the name of the person to whom you are directing your message.
- Please include your full name in your message.
- Please check your UIC e-mail account directly to make sure you are receiving all e-mail communications related to the course. Security settings and address lists in browsers and e-mail accounts can block e-mails from faculty and classmate e-mail addresses.
- If you cannot access the course Blackboard site, you should confirm your registration for the course.
- For computer questions related to the Blackboard system, use the Blackboard Help System or FILL IN.
- For general questions about the course, contact the FILL IN.