



ENMU-RUIDOSO
Branch Community College

STUDENT BEST PRACTICES FOR ONLINE SUCCESS

1. The student has successfully completed the Ruidoso WebCT Orientation course:

For all students new to online education it is highly recommended that the Ruidoso WebCT Orientation course be completed. This course can be accessed on the student's course page.

2. The student has time to devote to the course:

A student will need to have approximately 6-10 hours per week to devote to her/his online course. Consider work, family and social life and the remainder of the academic load to determine if enough time can be devoted to taking the online course.

3. The student will be self-motivated and self-directed:

The student will take responsibility for their own learning. Each student is responsible for what they do or don't do as online courses are student-centered through individual motivation and direction. Application to the course with the class being a priority will bring success.

4. The student enjoys working independently:

The student will have a personal space and study zone that may be a central location in the home. The structure of the space around or near the computer is designated for successful study.

5. The student is able to effectively follow written directions and stay on task:

The student will determine course expectations up front by reading the syllabus, course schedule and all other course documents that the class requires. These materials will be read at the beginning of the course to understand expectations. Each course is different as is each instructor so unique characteristics of the course are learned at the beginning. The student will ask questions about expectations during the first week of class and continually stay in touch with the course instructor. The student will always first check for new course information and announcements upon log-in, if the instructor uses this feature.

6. The student will make a regular study schedule:

A student will create a plan that is most efficient for their style of learning. It may be early morning, lunch time or late evening and will depend on their energy level during each day. A student will make a study calendar and mark off the hours they plan to work on each online course. A set pattern of study for each class will bring success.

7. The student is comfortable using the required computer technology:

The student has an Internet connection such as DSL, Cable or Satellite. A Dial-up connection does work, but is very slow and awkward with online learning. The student

has up-to-date virus protection on her/his computer such as AVG, Norton, or McAfee. The student has Internet Explorer 5.0 or higher, Firefox or Netscape 7.0 or higher. The student is comfortable on a computer with downloading, saving files, finding files that you have saved, creating and organizing new folders and using Microsoft Word. The student is very familiar with using email with attachments. The student is comfortable doing searches on the Internet.

8. The student will show competent skills in spelling, capitalization, grammar and punctuation:

The student will continually check their written work if writing is a part of the online course. Even though spell-check computer programs assist in checking work, a student will also read through final written work to check for errors.

9. The student will have competent research skills:

The student will use appropriate APA or MLA format and style as required by individual courses and instructors.

10. The student will add value to the course:

The student will be involved in the course through discussions, assignments and interaction with other students and the instructor. By connecting the online expectations and requirements with the world around them a student will add to the course rather than simply repeat what is in a textbook. Even though an assignment or discussion may be an emotional topic, a student will respect and honor the dignity of all others in the course by never sending negative and harmful responses. A student may disagree with another, but a response must be academically supported by research rather than simply an emotional outburst and/or vulgar and abusive language.

11. The student will identify their personal support system:

The student has a support system of family, friends, and co-workers that understands the need for personal time and space to be successful in their online course.

12. The student will be responsible for achieving academic integrity:

The student will follow the guidelines for academic honesty as set forth by the ENMU catalog regarding the ethics and responsibility for all academic work. Cheating, plagiarism and other acts of academic dishonesty compromise the integrity of the academic process for online learning by each student and success will come from personal and original work in each course.