

Checklist of Orientation Items

Beyond the basic “nuts and bolts” course information, these orientation items should be included in every online class:

- Course instructor’s contact information, adjusted for the online environment
- Instructor’s biographical information and picture [with audio greeting if possible]
- Contact information for Distance Learning technical support

479-619-4382

dl@nwacc.edu

- Link to WebCT Student Orientation videos
- Quiz over Student Orientation videos
- Accessibility information tailored to the online environment

It is the policy of NorthWest Arkansas Community College to accommodate individuals with disabilities pursuant to federal law and the college’s commitment to equal educational opportunities. Every reasonable effort will be made to tailor online course materials to documented student needs. **It is the responsibility of the student to inform the Instructor of any necessary accommodations at the beginning of the course.** Any student requiring accommodations should contact the Office of Disability and VA Services, located in SC 225, phone: 619-2660.

- Academic Honesty Statement

All students are required to comply with the requirements of the Student Conduct Code as specified in the NWACC Catalog. Plagiarism and cheating will not be tolerated. If plagiarism is suspected, the instructor may, at her discretion, take any of the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the assignment; 3) require the student to re-do the assignment; 4) award no credit for the assignment; 5) withdraw the student from the course; or 6) award the student a failing grade for the course.

- Student Support Services contact information
- Explanation of course geography and procedures:
 - How the online course is organized
 - Schedule of class activities by week
 - Information on where and how to submit assignments
 - Participation expectations
 - Instructor’s Response & Feedback policy
- Behavioral Expectations: Netiquette; spelling; grammar