

Online Course Handbook

How do the online Stereotomy – Art du Trait courses work?

Our online courses are designed to bring the convenience of anytime/anywhere learning to students all across the world. They are meant to as closely represent the face-to-face experience as the technology and modality allows, while doing so in an asynchronous, yet structured manner. To achieve this, our courses utilize the following:

- recorded lectures
- Interactive technologies i.e. Skype, Skethup, Join.me
- Video and audio content
- Interactive discussions
- Group Forums

That said, here are a few misconceptions about online courses that we want to immediately address:

- The online courses are **NOT** easier than face-to-face courses. Our instructors are expected to provide the same level of academic rigor in the online courses as they would in their face-to-face courses. In fact, many online stages have the exact same material used in a workshop version of the course; they may just be facilitated in a different manner.
- You will **NOT** spend less time taking our online courses. It takes the same amount of time to complete each step online as it does in person.

Successful organizations and businesses encourage their employees to engage in lifelong learning in the workplace throughout the course of their career. Qualified and experienced craftsmen, architects, and designers are in high demand as the type of work in today's environment is constantly evolving. To be successful, working professionals seek career advancement and specialized training.

The online Stereotomy – Art du Trait courses is designed for working professionals who seek opportunities by creating better and more interesting designs, and who are currently employed in industries such as timber framing, masonry, conventional carpentry, interior and exterior design, architecture, restoration, rehabilitation, and contemporary building practices.

Highly qualified instructors bring collaborative and contemporary knowledge of carpentry, timber framing, and Stereotomy to the online student community.

The curriculum of the Stereotomy – Art du Trait course builds core competencies, such as understanding compound layout, alongside applicable skills for on-the-job. These courses emphasize the value of self-reflection and continued professional development so that students build on and incorporate what they learn into real life situations.

In order to continue with the consecutive Stage of the course you must have completed the one prior, i.e. to start stage 3 you must have successfully completed and passed stage 2.

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You will receive the selected Stage number course by mail. In other words, all course material is sent to the student on a USB stick by post.

Flexibility and Choice

A major advantage of online learning is that our courses are designed for people who need the flexibility to balance work or family commitments with their academic schedule. Students can complete their education from any location at any time of the day with a computer and an Internet connection. Support from faculty is only a click away. Our programs allow students to complete their certificate faster than usual if they wish. While many other institutions offer courses at specific times our courses are offered year-round, including the summer, allowing students to complete their certificate more quickly than in a traditional institutional environment.

Guide to Online Learning - How to be a successful online learner

To help you become a successful online learner, we have compiled the following tips:

- You should be self-motivated, self-disciplined and assertive. Because an online class offers more freedom, it will be your responsibility to keep up with your course.
- An online class should be viewed in the same manner as a face-to-face class. It will not be an “easier” course, nor will it take less of your time or energy.
- You should devote time into your class at least two to three times per week, or as often as you would like, in a timeframe that allows you to concentrate on the course. Time management is also important. Schedule your time wisely.
- Most interaction in an online class is through writing, so you should be comfortable with communicating electronically and you should know how to express yourself appropriately through writing. Although Skype is another form of communication used.
- You must be able to use technology properly. You should be familiar with using the Internet and email, as well as downloading, uploading and saving files.
- Know your instructors and how to contact them. It is important for you to contact your instructor, by whatever means the instructor has specified, if you begin to experience any difficulties or have questions.
- Have a drawing area set up at home where you can draw comfortably with proper lighting and free of distractions. We recommend using a large drafting table and a drafting lamp for drawing purposes.
- You should have a workshop area dedicated to cutting, preparing, and assembling your projects and exams. We recommend having a workbench with a pivoting vise for working.

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Getting Help

Getting help during an online course can seem like a daunting experience, so we have arranged a list of means you may communicate to your instructor.

- Email – email is the best form of communication. You can use this form as a means to communicate any questions, comments, or concerns you may have during the course.
- Skype – Skype is another form of communication often used. You must have skype downloaded and installed on your computer with a webcam. Skype is a free service offering a face-to-face interaction.
- Join.me – This is a free internet service where we can share our computer screen with you live. During this time we can use Sketchup to help you visualize the projects or to help answer any questions during the course
- Walk-ins – Walk-in appointments are generally for students who live close to their instructor and who can talk with them face-to-face. You must communicate with your instructor to set-up an appointment.
- Phone – We can set up an over the phone conversation. However the combination of Skype, Join.me, and Sketchup offers the best solution to most questions. Although, if talking over the phone best suites you, you must first book an appointment with your instructor.
- Snail mail – Using the post is a common form of communication often used to send your completed full drawings. The drawings are sent to the address provided by your instructor and they will correct them and offer areas of improvement. All postal charges are at the expense of the student.

Netiquette- Below is a list of general netiquette expectations for online courses:

- Carefully read email that you receive to make sure that you understand the message.
- Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation, and spelling as these kinds of mistakes can muddle your message and confuse the reader.
- If you are using humor or sarcasm, clearly label it as such (i.e. :-), “ha ha”, lol).
- Know your audience. Make sure that the person(s) to whom you are sending your message are the appropriate one(s) with whom to communicate.
- Avoid cluttering your message with excessive emphases (such as stars, arrows and the like). They may make the message hard to follow.
- If you are responding to a message, either include the relevant part of the original message in your message, or make sure you refer to the contents of the original message.
- Be specific, especially when asking questions.
- Include your name in the text of your message, as well as other contact information, such as email address or phone number for a reply. The end of the message is a good place for this information.
- When typing, use upper/lower cases appropriately. ALL CAPS gives the appearance of shouting and can seem rude.

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- Just as you should not drive when you are angry, you should not send email responses when you are angry. Type a response, but do not send it immediately. Chances are, when you reread it, you will be glad that you waited.

Technology Support & Requirements

To ensure the effective delivery of our online courses, minimum hardware and software requirements have been established.

Recommended Specs:

Processor:

1.6 GHz dual core processor or higher
at least 1.6 GHz or above; or less than three years old

RAM:

4 GB or higher, at least 2 GB

IMPORTANT: you will need to purchase Internet service through your local provider cable, DSL, satellite, wireless broadband, mobile broadband dial-up (56 Kbps) **NOTE:** using dial-up will seriously impact communication between you and your instructor.

Screen Resolution:

1280 x 1024, 1280 x 720, or higher

Operating System:

Windows 7
Mac OS X 10.9 (Mavericks) or higher

Computer Storage:

10 GB free

Sound: any; headphones or external speakers are also required

Office Suite:

Microsoft Office
MS Office 2010 (Windows) / 2008

Web Browser:

Chrome (latest version)
Mozilla Firefox (latest version)
Internet Explorer 9 or later
Safari 5 or later

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[Skype](#)

Adobe Acrobat Reader

Course Grading

Grading is done using a pass or fail system.

At the end of a project the student must send high resolution detailed pictures of the model and drawing. Drawings can also be submitted for review by post. Faculty submits a simple pass or fail grade with written notice of areas to improve which is communicated by email.