

POLS Y103 (Online) – Summer 2014

FAQ

I have a flaky, slow, or otherwise poor internet connection, my computer is old and slow, my hard drive is unreliable, or I don't own a webcam – what should I do?

You are responsible for securing access to appropriate hardware and software, maintaining it, and learning how to use it to complete assignments.

For problems with Oncourse, contact the UITs help desk (available 24/7) at 855-6789. You are responsible for making a good-faith, serious attempt to resolve these issues on your own.

Finally, you are responsible for making backup copies of your work for the class – including your answers to essay questions on the exams. **DON'T RELY ON ONCOURSE.**

What are my assignments for a given day?

See syllabus.

Do you accept late assignments?

Not without an extraordinarily good reason.

I'm going to be out of town (or without internet access) for x days. What should I do?

You are responsible for submitting all of the assignments in advance of their due date.

Where do we find the pretests/textbook/assignments/exams?

Everything is available on the class Oncourse site – pretests and exams are in Tests and Surveys, assignments are in Assignments, course text is in Courseload, and all resources (such as corrected copies of the pretests) will be available in Resources prior to the exams.

Can we use an older edition of the text?

No. Each edition has a lot of new content. Plus, you get the e-text version of the text for a nominal fee once you register for the class.

What are pretests?

30-question multiple choice exams that address topics in a given chapter. They are graded on completion only – the aim is to give you a sense of what you don't know about a given topic – thus, you are supposed to take them BEFORE you read the chapter. (Note: take the pretests seriously. If your performance suggests that you're not making a good-faith effort, warnings will be given and penalties (eventually) imposed.

What will the writing assignments entail?

You'll be given a prompt to respond to – specific questions about the definition and significance of key terms from the text. We're looking for answers that are three – five paragraphs in length.

How do we “correct” the pretests?

- 1) Using Oncourse, open up a pretest that you've already taken – it will show which questions were answered correctly and which were not.
- 2) Using 'select all', copy the pretest and paste it into a Word document.
- 3) For all questions you answered incorrectly, search the text to find the right answer. Type the right answer and the page reference into the Word document underneath the question.
- 4) After you've corrected all of your incorrect answers, save the Word document and upload it to Oncourse using the Assignment tab.

What are the due dates/times for the assignments?

Due dates for the all assignments and pretests are given on the syllabus. They must be submitted by 11.00p on their due date.

What are the “check-in” sessions?

We will hold on-line discussion sections twice a day (10.00a – 11.00a (Monday – Friday), and 7.00p – 8.00p (Monday – Thursday). These sessions will be moderated by the course instructor and the course AIs. You can attend as many check-in sessions as you want, but you must attend at least 2 per week. Separate from this requirement, you must also check-in on the first day of class (see below)

The purpose of these sections is to give you an opportunity to ask questions about course content, and for the instructors to present and explain material from the text. So, in a given session, we might use slides to review some key terms, or discuss how to write a short essay question.

We will use Adobe Connect software for the check-ins. This software allows you to participate in a video conference using a web browser and the Adobe Flash plug-in. (For mobile phones and tablets, there is an Adobe Connect App.)

To connect to a discussion section, point your browser to this link:

Will you give out any additional information about the exams?

A list of topics that might be used for short-essay questions are posted in Resources. We will also post corrected versions of the chapter pretests.

On the first day of class (Monday 6/9), everyone should check in as a way of testing their hardware and software. In advance of our first meeting, please make sure that your computer or device is ready for video conferencing.

What are the exams going to look like?

There are 4 exams for the class. Each exam will have two parts. Part 1 is 30 multiple choice questions – similar to the pretests. You have to answer all 30. Part 2 has 3 short-essay questions that are similar to the written assignments. You must answer 2 out of the 3 questions – no extra credit for doing 3.

All of the exams including the final are non-cumulative (meaning the questions only address the chapters assigned for the exam).

Will you give out any additional information about the exams?

A list of topics that might be used for short-essay questions are posted in Resources. We will also post corrected versions of the chapter pretests.

When/where do we take the exams?

The exams will be available at 8.00a on the day they are scheduled and must be completed by 11.00p the same day. Once you start the exam, you have 50 minutes to complete it.

For students with DSS extended time provisions, there will be an extended time version of the exam available on Oncourse. Only take this exam if you have given me written confirmation of your DSS status.

The exams are open book – you are free to use any written or electronic sources, including the text – but no collaboration with other students in the course or asking other people about the questions.

How are grades calculated?

See syllabus.

Who should I contact with additional questions?

First, read this document and the syllabus carefully.

Then e-mail the instructor, wbianco@indiana.edu.

DO NOT contact me through Oncourse, e-mail me directly.