Department of Educational Psychology Online Learning Expectations and Agreement

The Department of Educational Psychology offers three specific degree programs (Applied Cognition and Development MEd, and Gifted and Creative Education MEd and EdS) and a number of individual courses in an online format. To ensure the highest quality experience for you as a student, all online classes have adopted this code of conduct to outline your responsibilities as a student in an online class and/or program. This code also defines faculty roles in the same environment. If you continue your enrollment in this course, you have indicated your agreement with this document.

**Students’ Standard Expectations**

1. Thoroughly read the syllabus and any accompanying document for this course. It is your best source for clear information about course objectives, goals, assignments, and other course requirements.
2. Your instructor might state requirements appropriate to their discipline that differ from other courses you have taken online.
3. Instructors are not expected to structure unique schedules for each student. Students are responsible for noting due dates of all course readings, assignments, and assessments.
4. Online classes are offered in a variety of formats, please make sure that when you review the syllabus for your course, you are able to meet all requirements. For example, if there is attendance at a specific time each week required, you are able to meet that requirement.
5. Students in online courses have the right to express themselves freely, but politely and respectfully. Please follow the basic principles of network etiquette.
6. Distinguish professional from personal communications. Concerns about grade should be addressed to the professor within the eLC email. Your instructor will use your eLC email as a primary email address and your uga.edu email as a secondary address.
7. Please consider confidentiality when discussing personal examples in online discussions. Use phrases such as “in my school system” or “my colleagues” rather than “Arbor Elementary” or “my supervisor, Sally.”
8. Although your instructors are experts in their fields, they are often not experts in all technological issues that students in online learning environments might encounter. It is the student’s responsibility to have the requisite software, computer, or other necessary technology to participate in the course. You can find student support and tutorials here: https://www.ctl.uga.edu/elc/student. Additional support can be found with the university EITS help desk at 706-542-3106 or http://www.eits.uga.edu/mail-forms/ct.php.
9. You can expect online course work to require 9-12 hours a week for a standard 3-credit course. Recall that in a traditional “seat time” course, you would be attending for 3 hours and then be completing the additional work between classes.
10. Students are responsible for checking the course’s page frequently (at a minimum, every 48 hours).
11. When a concern arises, contact your instructor as soon as possible. They can help you problem solve.
12. Familiarize yourself with the withdrawal deadline for the course, see UGA Academic Calendar, http://www.reg.uga.edu/calendars.
13. Familiarize yourself with UGA’s statements and policies on academic honesty. As a University of Georgia student, you have agreed to abide by the University’s academic honesty policy, “A Culture of Honesty,” and the Student Honor Code. You can find that information at: www.uga.edu/honesty. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Academic honesty is defined broadly and simply—the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

**Instructors’ Standard Expectations**

1. Most courses taught in Educational Psychology run with a timeline from Monday through Sunday in terms of course presentation, assignments, or other requirements unless explicitly stated in the syllabus by the instructor. Courses will be available to students by the first day of each University of Georgia semester.
2. Students can expect to receive timely responses from their instructors within 48 business hours (Monday-Friday). Access 24 hours a day 7 days per week is not the expectation for a learning environment.
3. All graded assignments will be posted for students’ access at a minimum of one week before their due date.
Assignment grades and other feedback will be provided by the instructor in a timely manner, generally within one week. If your instructor needs longer than this due to the number of students in the class or the depth of the assignment, your instructor will provide that expectation to you.

Your instructor will exercise the same consideration and collegiality in his or her communications with students that he or she is asking of you as a student.

Your instructor will use your eLC email as a primary email address and your uga.edu email as a secondary address.

**UGA Resources**

**Library:** All UGA students should have an ID card that will allow access to the libraries—both physically and online. The UGA library website is located at http://www.libs.uga.edu. Librarians are available to help you with your research in person, through email, through online chats, or text. Find out about it at http://www.libs.uga.edu/askaquestion/. The College of Education has a librarian, Carla Buss, in the Curriculum Materials Library on the second floor of Aderhold Hall who has expertise in education. Carla Buss can be reached at (706) 542-2957 or cbuss@uga.edu. The library also makes research resources available for FREE: http://www.libs.uga.edu/researchguide/writing/refworksendnote.html.

**Office Software:** All students have free access to Microsoft Office ProPlus to download on their personal devices http://ugamail.uga.edu/download_office_proplus/

**Graduate School:** [www.grad.uga.edu](http://www.grad.uga.edu)

**Schedule of Classes:** [http://www.reg.uga.edu/schedule-of-classes](http://www.reg.uga.edu/schedule-of-classes)


**Student Accounts:** [https://studentacct.uga.edu/PCSA/index.jsp](https://studentacct.uga.edu/PCSA/index.jsp)

**E-Learning Commons:** [www.elc.uga.edu](http://www.elc.uga.edu)

**Academic Calendar:** [http://www.reg.uga.edu/calendars](http://www.reg.uga.edu/calendars)

**Bursar’s Office:** [http://www.bursar.uga.edu](http://www.bursar.uga.edu)

**College of Education Office of Information Technology:** [http://www.coe.uga.edu/oit](http://www.coe.uga.edu/oit)

**Enterprise Information Technology Services:** [http://www.eits.uga.edu](http://www.eits.uga.edu)

**Endnote:** EndNote is a reference management software package, used to manage bibliographies and references when writing essays and articles http://guides.libs.uga.edu/content.php?pid=500113&sid=4114111

**RefWorks:** RefWorks is a web-based bibliographic reference and citation manager. It works with word processors to create citations in your papers as well as the bibliography in the styles you need. [http://guides.libs.uga.edu/signuprefworks](http://guides.libs.uga.edu/signuprefworks)