

# POLICIES: ECE 110 on OpenLab

## Technical Issues

ISSUE	WHO TO CONTACT
-Device/access to technology -Internet connectivity	Email BMCC's Student Affairs Office at <a href="mailto:studentaffairs@bmcc.cuny.edu">studentaffairs@bmcc.cuny.edu</a> , put in the subject line the problem you are experiencing (e.g. Need Computer, Need Internet)
-OpenLab -Blackboard -ECE e-Portfolio	BMCC's e-Learning Center (S-510A), 212/ 220-1243, or <a href="mailto:elearning@bmcc.cuny.edu">elearning@bmcc.cuny.edu</a>
-BMCC email -CUNY First account -Other technical issues	BMCC's Service Desk in S-141, at 212/ 220-8379 or <a href="mailto:servicedesk@bmcc.cuny.edu">servicedesk@bmcc.cuny.edu</a>
ECE 110 Apps, websites or videos	Me -- by email, text, call, or the Remind app

## Questions

- If you have questions about the class, content, or materials, please ask!
- There is a menu item entitled "Questions?" – please post questions there!
- You can also reach me via:
  - Email at [jlongley@bmcc.cuny.edu](mailto:jlongley@bmcc.cuny.edu)
  - Phone: call, FaceTime, or What's App at 917/318-3133
  - Google Hangout
  - Skype
  - Zoom
  - Remind

## Office Hours:

- My office hours are:
  - Thursday 9 AM-12 PM
  - other times by appointment.
- This is the Zoom info for my Office Hours
  - <https://bmcc-cuny.zoom.us/j/7550991402>
  - Meeting ID: 755 099 1402
  - 1(929) 205-6099
- I am typically on our OpenLab site on Tuesday, Thursday and over the weekend.

## Suggested Due Dates

- Please consult the Course Guide or the Calendar in OpenLab to identify the module and work due. The Course Guide can be found under the 'About this Class' menu item on OpenLab. The Calendar is a menu item on OpenLab as well
- If you need an extension to complete a module or assignment, request the extension before the assignment is due.

## Policies for ECE 110 Open Lab

- I am not supporting your success if I enable you to submit all of your modules and assignments at the end of the semester

## Course Guide

- The link to the Course Guide can be found on OpenLab, under the 'About this Course' menu item.
- The Course Guide lists important information for the course. It outlines:
  - The dates for each module
  - The topic of each module
  - The readings and an overview of the activities for each module
  - When assignments are due for ECE 110

## Modules

- Each module contains activities.
- The Modules are listed on the side of the OpenLab screen. Click on a module to see the table of contents for the module, module objectives, and activities for each module.
  - Table of Contents: At the top of each module, you will see the Table of Contents. The list is hyperlinked, click on each item and go directly to the activity
  - Module Objectives: Each module has objectives that identify what you can expect to do in the module.
  - Activities: Activities are the work you will do in the module. The activities are broken into tasks, some activities have one or more tasks. Some activities involve other websites or apps.
- Each module has a handout to be completed. The handout contains questions for each of the readings and videos in the module.
- Modules contain a Self-Reflection activity. To answer the Self-Reflection questions, click the hyperlink "CLICK HERE TO ANSWER THE QUESTIONS". To post your comment go to the bottom of the page, below the post and other comments, click "comment", then type in the text box. Click submit to post your response

## Assignments:

- Submit assignments on Blackboard in the Assignments section (see the course menu item on the far left)
- Blackboard will not accept Google Docs, so please convert your Google Doc to a MS Word document or PDF before submitting it
- As a BMCC student you are entitled to MS Office (Word, PowerPoint, etc.) for free. For more information contact the BMCC Service Desk in S-141, 212/220-8379, or [servicedesk@bmcc.cuny.edu](mailto:servicedesk@bmcc.cuny.edu)

## Scores

- Scores for the class will be maintained on Blackboard.
- Use the "My Grade" link on Blackboard to see your scores and feedback for assignments
- Please contact me if you have any questions regarding your score for the class.

## **Supporting Your Success**

- I want you to be successful – in ECE 110, but most importantly in life!
- I welcome your feedback on how I can improve our learning community
- If you need to take a break from class -- please contact me
- To support your success, I commit to:
  - Promoting self-care
  - Utilizing asset-based pedagogies
  - Creating a humane, flexible, empathetic learning community
  - Being responsive

***I want you to be successful – in ECE 110, but more importantly in life! If any issue is preventing you from fully demonstrating your abilities or participating in our learning community, please contact me as soon as possible! We will discuss how to facilitate your success.***