# POLICIES:

## ECE 110-Lecture on Open Lab

**Technical Issues with Open Lab**

- If you experience technical issues with Open Lab, please contact me or BMCC's e-Learning Center (S-510A), 212/ 220-1243, or elearning@bmcc.cuny.edu
- If the issue with Open Lab prevents you from commenting or submitting your assignment or task, please contact me *before* the assignment is due.  You can email me, text, call, or use the Remind app.

**Questions**

- If you have questions about the class, content, or materials, please ask!
- You can reach me via:
    - Email at jlongley@bmcc.cuny.edu
    - Phone, text, FaceTime at 917/318-3133
    - Google Hangout
    - Skype
    - Zoom
    - Remind app

**Office Hours:**

- My office hours are Tuesday 8:30 PM – 9 PM and Thursday 9:30 AM – 10 AM and other times by appointment.
- There is a Zoom link to attend my Office Hours
- I am typically on the Open Lab site for ECE 209-S Monday, Tuesday, Thursday and over the weekend.

**Suggested Due Dates**

- All assignments, modules, papers, and projects for ECE 110-Lecture, are due on Wednesday at 11:59 PM or Sunday at 11:59 PM.
- Please consult the Course Guide to identify the module and work due. The Course Guide can be found under the "About this Class" menu item on the homepage for Open Lab.
- If you need an extension to complete a module or assignment, request the extension *before* the module is due.

**Course Guide**

- The link to the Course Guide can be found on the course's Open Lab homepage, 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 assigned reading for each module
  - An overview of the activities for each module and the tasks for each module
  - Assignments due and when they are due

## Modules

- Each module contains multiple assignments.
- Click on the "Module" menu item on Open Lab to find see the Modules. Click on a module to see the assignments.
- For most assignments, you will comment on Open Lab, by clicking "reply" after the post.
- To reply to what someone else commented, click "reply" to the person's comment.
- Assignments in each module should be completed by 11:59 PM on the date they are due.
- I will review modules on Monday and Thursday. Assignments from a past/ previous module will not be reviewed unless you have requested an extension in advance of the due date

## Guidelines for Comments:

- Copying the questions from the post into the comment text box may make it easier to answer the questions.
- Think about the format of your response. When reading your colleague's posts, is it easiest to read a paragraph? Or is it easiest to read sentences identified with numbers that correspond to the questions?
- Please review the rubric in the Assignment Guidelines (under the "Assignment" menu item on the Open Lab homepage) for guidelines on comments.

## Guidelines for Replying to Comments

- Please review the rubric in the Assignment Guidelines (under the "Assignment" menu item on the Open Lab homepage) for guidelines on replying to comments.
- When responding to a post, include the word "*because*" to specifically and thoughtfully connect your reply in a to the original comment so it adds to, builds upon, extends, or expands the original post.
- An example of this type of post would be: *"I agree that finding multiple ways to build community is important, __because__ I think it is hard for families who take public transportation with young children to bring snacks for the class."*

## Papers & Projects:

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- Paper can be emailed to me or posted on Blackboard

- As a BMCC student you are entitled to MS Office (Word, PowerPoint, etc.) for free. Please contact the BMCC Service Desk for more information in S-141, 212/220-8379, or servicedesk@bmcc.cuny.edu

## Scores

- Scores for the class will be maintained on Blackboard
- Please contact me if you have any questions regarding your score for the class.

***If any issue is preventing you from fully demonstrating your abilities, please contact me as soon as possible!  We will discuss how to facilitate your educational opportunity.  I want you to be successful!***