POLICIES:

ECE 110-Seminar on OpenLab

Technical Issues

ISSUE	WHO TO CONTACT
-Device/access to technology -Internet connectivity	Email BMCC's Student Affairs Office at studentaffairs@bmcc.cuny.edu, put in the subject line the problem you are experiencing (e.g. Need Computer, Need Internet)
-OpenLab -Blackboard -ECE e-Portfolio	Me -- by email, text, call, or the Remind app BMCC's e-Learning Center (S-510A), 212/ 220-1243, or elearning@bmcc.cuny.edu
-BMCC email -CUNY First account -Other technical issues	BMCC's Service Desk in S-141, at 212/ 220-8379 or servicedesk@bmcc.cuny.edu
ECE 110-Seminar 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:
    o Email at jlongley@bmcc.cuny.edu
    o Phone: call, FaceTime, or What's App at 917/318-3133
    o Google Hangout
    o Skype
    o Zoom
    o Remind

Office Hours:

- My office hours are:
    o Wednesday 9-11 AM
    o Friday 12:30 PM-1:30 PM
    o other times by appointment.
- This is the Zoom info for my Office Hours
    o https://bmcc-cuny.zoom.us/j/7550991402
    o Meeting ID: 755 099 1402
    o 1(929) 205-6099
- I am typically on our OpenLab site on Tuesday, Thursday and over the weekend.

Suggested Due Dates

- The suggested due dates for modules and assignments for ECE 110-Seminar is Thursday at 11:59 PM
- 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.
- 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-Seminar

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.
- For many activities, you will click a hyperlink "CLICK HERE TO ANSWER THE QUESTIONS" 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.
- To reply to other person's comment, click "reply" below the person's comment.

Guidelines for Commenting:

- Copying the questions from the post into the comment 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?

- Review the rubric in the Assignment Guidelines (under the "Papers & Projects" menu item on the Open Lab) for guidelines on commenting.

Guidelines for Replying to Comments

- Review the rubric in the Papers & Projects Guidelines (under the "About this Class" menu item on the Open Lab) for guidelines on replying to comments.
- When responding to a post, include the word "*because*" to specifically and thoughtfully connect your reply to the original comment so it adds to, builds upon, extends, or expands the original post.
- An example of this type of reply 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."*

Assignments:

- Assignments should be submitted 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

Scores

- Scores for the class will be maintained on Blackboard
- 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-Seminar, 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 responsible

I want you to be successful – in ECE 110-Seminar, 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.