

POLICIES:

ECE 209 on Open Lab

Technical Issues

- If you experience technical issues with Open Lab, Blackboard or your e-Portfolio, 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.
- If you are having problems with internet connectivity or access to technology, email BMCC's Student Affairs Office at studentaffairs@bmcc.cuny.edu, put in the subject line the problem you are experiencing.
- If you are having trouble with your BMCC email, CUNY First account, or troubleshooting other technical issues, contact BMCC's Service Desk in S-141, at 212/ 220-8379 or servicedesk@bmcc.cuny.edu

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
 - Phone, text, FaceTime, or What's App at 917/318-3133
 - Google Hangout
 - Skype
 - Zoom
 - Remind app

Office Hours:

- My office hours are:
 - Tuesday 7:30 PM – 9 PM
 - Thursday 9:30 AM – 11 AM
 - other times by appointment.
- Here is a Zoom link to join my Office Hours
 - <https://bmcc-cuny.zoom.us/j/7550991402>
 - Meeting ID: 755 099 1402
 - 1(929) 205-6099
- I am typically on the Open Lab site for ECE 209-S Monday, Thursday and over the weekend.

Suggested Due Dates

- The suggested due dates for assignments, modules, papers, and projects for ECE 209 is due Sunday at 11:59 PM
- Please consult the Course Guide or the Calendar in Open Lab to identify the module and work due. The Course Guide can be found under the “About this Class” menu item on Open Lab. The Calendar is a menu item on Open Lab as well
- If you need an extension to complete a module or assignment, request the extension before the assignment is due.

Course Guide

- The link to the Course Guide can be found on Open Lab, 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
 - An overview of the readings and activities for each module
 - The assignments for each module and when they are due

Modules

- Each module contains 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 “comment” after the post then type in the text box.
- To reply to what someone else commented, click “reply” to the person’s comment.
- Assignments from a past/ previous module will not be reviewed unless you have requested an extension in advance of the due date

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.

Policies for ECE 110-Seminar Open Lab

- 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.*”

Papers & Projects:

- Paper or projects should be posted 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.

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!