



TOURO COLLEGE

**UNDERGRADUATE STUDENT HANDBOOK
FOR
ONLINE EDUCATION**

2016 - 2017

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INTRODUCTION

WELCOME

At Touro College, we offer many courses in a high-quality, engaging online format. Online courses provide flexibility, allowing you to work according to your own schedule while simultaneously participating in a rigorous and rewarding educational experience.

This Undergraduate Student Handbook for Online Education sets forth general administrative policies and procedures, and the benefits of being an online student. It contains questions you should ask before taking an online course, to decide if you can effectively manage the independent work required to succeed in online education.

You should also use this Handbook as a reference after you enroll in an online course and review the resources described in the Handbook before the semester begins.

For any questions or concerns, please contact:

Lea (Friedman) Abberbock
Program Manager, Online Education
Phone: (646) 565-6000 EXT. 55045
Email: Lea.Friedman3@touro.edu

Or

Shevy Schiffer
Presidential Fellow, Online Education
Phone (646) 565-6000, Ext. 55045
Email: Batsheva.Schiffer@touro.edu

We are committed to quality online courses and comprehensive online support.

Wishing you success in your online academic experience.



Marian Stoltz-Loike
Vice President, Online Education

Touro is an Equal Opportunity Institution. For Touro's complete Non-Discrimination Statement, please visit www.touro.edu

GENERAL INFORMATION

WHAT IS AN ONLINE COURSE?

Online courses at Touro do not require students to attend classes on campus; instruction and assignments are done online. Online courses may be synchronous or asynchronous. Synchronous courses require students to participate in some learning activities at the same time. Asynchronous courses are flexible; students can work at their own pace, but they must complete all learning activities each week. All of Touro's undergraduate online courses are asynchronous.

Spring and Fall courses run for 15 assignment weeks. Click here to see this semester's schedule: <http://legacy.touro.edu/onlinecourses/>

STUDENT ELIGIBILITY

In order to take an online course, a student

- must have at least a 3.0 ("B") average
- must be in at least his/her second semester at Touro
- may not be on probation
- may not be enrolled in an Associate's degree program

Note: A student may not take more than two online courses per semester.

ARE YOU READY FOR AN ONLINE COURSE?

MINIMUM TECHNICAL REQUIREMENTS

Each undergraduate online student must be comfortable using the Internet and learning new technology.

Additionally, each undergraduate student enrolled in an online course is required to have the following technical resources:

- Desktop or Laptop running OSX (OS9 or later) or Windows (Windows XP or later)
- Word 2010 or later
- Access to high speed Internet connection (at minimum DSL)
- Java and flash-enabled browser
- Operational webcam

IS DISTANCE LEARNING FOR YOU?

Distance Learning offers unique challenges and is not for everyone. There are several things to consider before enrolling in an online course:

Do you work well in a less-structured learning environment? Are you comfortable with an instructor not being in a classroom with you?

Consider your learning style. If you learn best by listening to lectures AND class discussion, online courses may present a greater challenge for you.

Are you self-motivated and self-disciplined?

Online courses require a considerable amount of time. Most students do online coursework from home. You will need a quiet environment to do your work and have the self-discipline to avoid the many distractions at home. When evaluating your online course options, consider how much time you have to dedicate to coursework every week during the semester. Online courses require about 9 hours per week for a 3 credit course in order to complete all learning activities.

Do you have access to a computer with an Internet connection? Do you have the computer skills necessary to comfortably navigate an online classroom? (See requirements in technology section above)

In order to be successful in an online course, you must be computer literate. This means more than simply navigating the Internet - - you should have good word processing skills, be able to upload, download and save files and send and receive emails.

Are you adept at communicating your thoughts and ideas in an online setting?

Online courses require students to participate in asynchronous discussions online and share their knowledge and input with fellow students. Assignments will be text-based and also use multi-media material. Online courses can be fun - you will watch interesting videos and may be asked to respond to assignments in innovative ways. Again, this will require that you are comfortable using or learning new technology.

HOW TO REGISTER

1. You can register online for your online course(s) as you would for the classroom courses you are taking within your division at Touro. Use the course code listed in the course offerings online.
2. You can register for online business courses only with departmental approval.
 - a. Obtain approval from Dean Barry Bressler Barry.Bressler@touro.edu
 - b. Print the email showing Dean Bressler's approval and present it to your advisor.
 - c. Fill out an Add/Drop form, and obtain signatures of an advisor and the Bursar, and file it with the Registrar.

BLACKBOARD

All courses are administered through Blackboard, Touro College's Learning Management System (LMS). This site can be accessed through the Touro Portal at <https://mytouro.touro.edu/> or directly through the Blackboard site at <http://blackboard.touro.edu/>.

Your Blackboard account will automatically link to your registered courses. To enter a course, click on the course number. This takes you to the course homepage where your course(s) can be found. All announcements, learning activities and interactions are conducted through this site.

It will be helpful to familiarize yourself with Blackboard before the beginning of the semester so that you can have your questions about using Blackboard answered before your course begins.

Blackboard Helpline is a useful resource. This website outlines every aspect of a Blackboard course. It explains general skills and course navigation as well as how to complete specific actions. It can be accessed at: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student

Student Blackboard Helpline - For any questions regarding Blackboard, contact the helpline at (866) 588-8306.

EMERGENCY SHUTDOWNS

In the event of an emergency shutdown, the Information Technology staff tries to provide at least two hours' notice to all Blackboard users that the system will be taken offline. The notice is sent out via campus email and in an announcement that is visible within Blackboard.

ACCESSING ONLINE COURSES

1. Login in to Blackboard at <http://blackboard.touro.edu>.
 - a. Your Blackboard username is your Touro ID# (without any starting zeroes);

Your Touro ID # can be found on your Touro Student ID card. If you don't have an ID card, contact the Student Services Help desk at: Studentservices.touro.edu.
 - b. Your default Blackboard password is composed of the month and day of your birth, the last two digits of your Touro ID#, the first two letters of your first name (lowercase), and the first two letters of your last name (lowercase).
 - i. Example: John Smith, DOB – 11/09/89, Touro ID# - 123456
Default Password: 110956josm
 - ii. Click “Login.”
2. Click on your online course in your personal course listings.

COURSE WORK & LEARNING ACTIVITIES

Learning activities are assigned on a weekly basis. Students are expected to complete the work by the specified date. You can find your instructor's policy regarding late submission in the course syllabus.

CLASS PARTICIPATION

Class participation is integral to an online course. Students are expected to participate in all online discussions through the discussion board and to submit assignments by the assigned due date. The course rubric will outline how credit is assigned for each learning activity, which will include assignments, discussion board, midterms, finals and term papers. You are expected to log into your Blackboard account at least three times a week to be sure that you are engaged in the course and up-to-date in the assignments.

EXAMS

In addition to weekly learning activities, each online course includes a midterm and a final exam. Students are informed about exam dates and times in the course syllabus before the start of the semester. Exams must be taken on the scheduled date and time.

MIDTERM EXAMS

Midterms are scheduled by faculty members and are generally administered on-site by faculty members as well. Some faculty members administer their midterms via ProctorU, an online proctoring company, and will inform students regarding the midterm in their course syllabus. Click <http://proctoru.com/> for more information.

FINAL EXAMS

- Final exams are administered online through ProctorU.
- Final exams must be taken using a desktop or a laptop; iPads and tablets cannot be used with ProctorU. Click <http://www.proctoru.com/testitout/> to make sure your computer is compatible with ProctorU.
- There is an associated fee per exam which will be posted on the course site that is to be paid directly to ProctorU when students register for the final exam. By enrolling in an online course you agree to pay the associated exam fee.
- More information about online testing can be found in the Blackboard course once you are registered.
- All final exams are given on the same two scheduled dates which are announced by the start of the semester. If a student needs a make-up exam, he/she must fill out a Make-Up Request Form (the form is located in the Blackboard course) in order to obtain approval.
- Make-up final exams are given online on the date designated by your instructor.

FACULTY INFORMATION

Faculty information is included within every Blackboard course. There, you will find the instructor's contact information. If you have questions regarding a course, contact your instructor in a timely manner. All emails must be sent through a Touro student email address. Student emails can be accessed through the Touro Portal at <https://mytouro.touro.edu/>.

During the work week, instructors are expected to respond to emails within 24 hours and within 48 hours on weekends and holidays.

- Contact your **instructor** if you have questions or need clarification regarding your online learning activities and/or course content
- Contact your **academic advisor** if you have scheduling questions

SELECTED COLLEGE POLICIES

STATEMENT ON ACADEMIC INTEGRITY

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College and University System's policy on academic integrity-is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. To view the complete Academic Integrity Statement go to: <http://www.touro.edu/students/policies/academic-integrity/>.

STUDENT IDENTITY VERIFICATION PROCEDURES

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Touro College has established and will periodically evaluate its process to confirm that a person who is enrolling in the College is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Touro College will use one or more of the following methods for verification:

- A secure login with user name and password
- Proctored examinations (on-site or at a distance)
- New or emerging technologies and practices that are effective in verifying student identification
- Comparison of student work with previously assigned work or plagiarism data-bases

For the complete Policy regarding Student Identity Verification, please see the College Policies section of your Blackboard course.

STUDENTS WITH DISABILITIES

Reasonable accommodations are provided to eligible students with documented disabilities. Students with documented disabilities must contact the Office for Disability Services in order to avail themselves of such services. For more information please contact:

Dr. Joel Dickstein
Director of Disabilities Services
1602 Avenue J Room 405
718-252-7800 ext. 59273
joel.dickstein@touro.edu

NETIQUETTE

For “Rules of Netiquette for Online Discussion Boards” please go to:
<http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/>

For details and other undergraduate academic policies, please consult:

The Undergraduate Student Handbook:

http://legacy.touro.edu/UNDERGRAD/2015_undergrad_handbook.pdf

NYSCAS Catalog: https://www.touro.edu/media/touro-college/pdf/bulletins/NYSCAS_2014-2016_Catalog.pdf

RESOURCES & SUPPORT

LIBRARY SERVICES

Touro Libraries has 13 NYC locations to serve our various campuses, but many resources and services are available online from any computer. This includes over 120 general and subject-specific databases providing access to newspaper, magazine, and academic journal articles, plus over 300,000 ebooks and several collections of streaming educational video. Access is available by setting up an off-campus username and password on the library website, www.tourolib.org.

The library maintains a collection of hand-picked resources called LibGuides to help students succeed. Find information on the best books, databases, and websites to use for specific subjects. For those interested in learning more about research best practices, a free Library Research 101 tutorial is available through Blackboard, as well as a 2.0 credit course, GLL 105 Introduction to Information Literacy & Research Skills. For quick help, the library has a collection of short video tutorials. Librarians are also available to provide personal help via chat, email, or phone.

TECHNICAL SUPPORT

As with any network or software, you may at some point have a technical problem when using Blackboard. For any questions regarding Blackboard, contact the **Student Blackboard Helpline** at: **(866) 588-8306**.

Support is also available at the **Touro Help Center**, which can be reached by phone or on their website:

Phone Number: 1-844-435-2161. Representatives are available 24 hours per day, 7 days per week and 365 days per year.

Website: <https://help.touro.edu>

The site has a Blackboard FAQ section for students. Students should go to this site for help with Blackboard, the Portal, email, or general information (like registration, academic calendars, or to report outages or critical technical issues). If students cannot find what they need on this website, then they should call the number listed above.

TIPS FOR BEING A SUCCESSFUL ONLINE LEARNER

LEARNING RESPONSIBILITIES

The faculty, staff and administration of Touro College strive to provide a positive, enriching academic environment for each student. It is the student's responsibility to:

- Read the course syllabus and any other documents related to the course and be sure that you are aware of any and all instructor policies
- Meet course schedules and deadlines
- Submit all learning activities through Blackboard
- Ask questions. If you don't understand the instructions, assignments or learning materials, it is your responsibility to ask for help.

ENJOY YOUR ONLINE COURSES!