UNIVERSITY OF TEXAS AT ARLINGTON

Internet Communication
CTEC 2300
Distance Education Section

INSTRUCTOR:
The course instructor is Dr. Vicky Cereijo. Dr.Cereijo is a Communication Technology Professor in the Department of Communication. Please, visit her professional page to find out more about her background, teaching and research.

EMAIL:
All correspondence with your instructor in this course should be conducted in WebCT. E-mails will be checked regularly and replied to within 72 hours of receipt. If you have any questions of a more urgent nature please also send a copy of the email to cereijo@uta.edu.

COURSE DESCRIPTION:
Welcome to the course, Internet Communication (CTEC 2300). This is a Distance Education section of the course offered by the department of Communication at the University of Texas at Arlington. The course emphasis is placed on the fundamental workings of Internet resources and their effective use, including ethics and etiquette. The course is comprised of two essential content parts. The first is related to how the Internet works and how to use its more common resources including: an introduction to Internet communication, Internet Protocol(s), architecture, electronic mail, WWW, search engine comparison and contrast, simple and advanced searching techniques, Internet communication ethics and etiquette, Internet copyright law and Fair Use. The second covers basic and intermediate HTML and how to develop and contribute your own content to the Web.

GRADING:

Tests	Content	Dates
Test 1:	Lessons 1 - 3	February 10th
Test 2:	Lessons 4 - 6	March 9th
Test 3:	Lessons 7 - 11	April 6th
Final (Optional):	Lessons 12 - 13, plus comprehensive questions	May 11th

Tests will provide your only grades in this class. At the end of the semester, your top 3 test scores will be averaged to calculate your final grade in this class. If you cannot take a test on the scheduled date, you need to contact your instructor before the test date and provide justification.

The three highest grades are averaged to calculate the final course grade.
 Scale (no curves): A = 90+; B = 80-89; C = 70-79; D = 60-69; F =<59

TEXTBOOK:

"*Web 101***"** by Wendy G. Lenhert   & Richard L. Kopec; 3rd Edition; ISBN: 0-321-42467-0

WORKING IN YOUR COURSE:
The first thing you should do is read the Important Course Information. Here you will find information on system requirements, course navigation, technical help, updating your e-mail address, and accessing UTA services. After you

have finished reading the Important Course Information, you are ready to go over your Syllabus and Course Content and begin work in your course.

NAVIGATING THE COURSE:

Homepage Icons

- Syllabus and Calendar
- Course Content (online reading)
- Communication Tools (e-mail, discussions, chat, whiteboard)
- Grades and Progress

Course Menu

On the left hand side of the Homepage you will see a menu of available items. You can select these links to go to different parts of your course. You will note that these links may or may not be the same as the links on the Homepage. The difference is that the course menu can be visible throughout the course, so you can move to a different section of the course at any time, without returning to the Homepage.

- **Calendar:** With the Calendar tool you can view any scheduled events and add private entries to the calendar (visible only to yourself). A list of new events pops up when you access the calendar.
- **Print Course Materials:** Print Course Materials lets you condense several pages into one. This is useful when printing out the course contents. WebCT refers to Print Course Materials as the Compile function.
- **UTA Libraries:** This link takes you to the distance education services provided by the UTA Libraries.

Bread Crumbs

Underneath the course title you will see a trail of links showing from where you have come to where you are. These are called 'bread crumbs.' Select any link in a bread crumb path to navigate back to that page.

Action Menu

The Action Menu appears above each page in a Session. The action menu lets you navigate forward and backward through the pages of a unit (the Previous and Next buttons). Selecting Contents reveals a list of all Sessions and all Session pages. The Retrace button takes you back the way you came. The Refresh button reloads the last page you were looking at if you are temporarily taken away from the page.

- **Take Notes** is a tool with which you can take notes while studying the online reading. Your notes are viewable only by you.
- The **Bookmarks** tool lets you mark individual content pages for quick reference.

COURSE COMMUNICATIONS:

Course Mail

Since the class will not meet face to face on a regular basis, the instructor will need a way to communicate with each of the students. When you register for the course you will receive a WebCT e-mail address. WebCT has an internal e-mail system. The instructor and all students enrolled in the course automatically receive a WebCT e-mailbox. **However, instructors often include their external e-mail addresses with their contact information. Please be sure you know which e-mail system is preferred for communication with your instructor.**

To Access WebCT E-mail:

- From the Homepage, select "Communication Tools".
- From there, select the **Course Mail** link to go to the WebCT mail box.

- All mail for the course will be done within the course environment. To send a message, from the Mail page within the WebCT mail system, select **Compose Message**. You will find an e-mail list of the students/faculty in the course by selecting the **Browse** button to the right of the **Send to** field.

- Type your message and send.

Discussion Board

To Access the Discussion Board:

- From the Homepage, select **Communication Tools**.

- From there select the **Discussions** link to go to the WebCT discussion board.

On the discussion board you will find a topic labeled **General Course News**. Here, the instructor will post important general information for everyone in the course, such as announcements, answers to frequently asked questions about the subject matter, reminders of course policies and procedures, additional materials, links and other information that may be helpful in your work. You should check this area several times a week. **It is your responsibility to access the discussion board regularly in order to inform yourself of all relevant course information.** Once the instructor posts information in the **General Course News** area, you will be held responsible for it; do not expect to be e-mailed individually with all course information updates. Students should not use the General Course News area for individual communication; use individual e-mail for that purpose.

Chat

The Chat tool is available to you should you wish to use it with other students in the class.

How to Get Technical Help:

Questions related to course content should be addressed to me. For tech support, please contact one of the following:

UTA Center for Distance Education
If you are experiencing technical difficulties with WebCT, please contact the Center for Distance Education by e-mail at support@distance.uta.edu or by phone at 817.272.7181 or 888.UTA.DIST toll free (8 a.m. until 5 p.m. Central Time, Monday through Friday). They will assist you in trouble-shooting your difficulty and will direct you in the next step to take to resolve the problem.

UTA Help Desk
The Help Desk will also answer technical questions. E-mail webct@uta.edu or helpdesk@uta.edu or phone 817.272.2208. The Help Desk maintains the following hours (Central Time):

Monday–Thursday, 7:00 a.m. until midnight;
Friday, 7:00 a.m. until 8:00 p.m.;
Saturday, 9:00 a.m. until 8:00 p.m.; and
Sunday, 9:00 a.m. until midnight.

All e-mails to tech support must be sent using an e-mail service outside of the course environment.

ACADEMIC REGULATIONS

Schedule Changes (Adds and Drops)
Adds and drops may be made during the four add-drop days (two days before classes begin and the first two class days) either by SAM or in person in the academic department offering the course. Drops may continue in person through the 12th week of class. Students are responsible for adhering to the following regulations concerning adds and drops. These rules apply to regular semesters and to equivalent time limits in Summer sessions as noted on the Summer Session calendar.

- A student may not add a course after the end of late registration.

- No grade is given if a student drops a course before the Census Date of that semester.

- A student may drop a course with a grade of W during the first six weeks of class.

- From the seventh week of class through the 12th week of class, a student may drop a course with a grade of W if passing or a grade of F if failing.

- A student may not drop a course after the 12th week of class.

- It is the responsibility of the student to process the official class drop/add forms. Forms are available from the department of Communications office in room 118 Fine Arts building.

The dean of the college or school in which the student is majoring may require a student to drop a course at any time upon the recommendation of the instructor and the concurrence of the department chair.

Students wanting to drop all courses for which they are enrolled must withdraw from the University. The student should complete a resignation form in the Registrar's Office (see the following Withdrawals section).

Withdrawals (Resignations)
A student who wishes to withdraw (resign) voluntarily from U.T. Arlington must complete the proper resignation form in the Registrar's Office. A student who withdraws after the sixth week of class in a regular semester or the equivalent time in a Summer Session will be awarded a grade of W if passing a course or a grade of F if failing a course. A student may not withdraw (resign) after the 12th week of class in a regular semester or the equivalent time in a Summer Session as noted on the Summer Session calendar.

Academic Dishonesty
Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

> *"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22)*

Institutional procedures regarding charges of academic dishonesty are outlined in Part II, Chapter 2, of the Handbook of Operating Procedures of The University of Texas at Arlington. Copies of the handbook are available at more than 75 locations on campus, including the Student Congress Office, the Library and departmental offices.

AMERICANS WITH DISABILITIES ACT
The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 93112 - The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act - (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels. Please, contact your instructor right away!

E-CULTURE POLICY:
The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.

All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after

registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

OTHER ANNOUNCEMENTS:
If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

If you need help of any kind, please ask! The University supports a variety of student success programs to help you connect with the university and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.