



Touro College
Student Handbook for Online Courses



Fall 2009

**Forgot Your Password?
Having Trouble With Blackboard?
Check out your Technical Support options on page 6.**

Self-Evaluation for Potential Online Students

Will online learning fit your circumstances, lifestyle, and educational needs? Here are some basic questions to ask yourself in deciding if an online program is right for you.

WARNING: FOR EACH ONLINE COURSE YOU TAKE, EXPECT TO SPEND AT LEAST AS MUCH TIME DOING WORK AS YOU SPEND FOR A REGULAR COURSE.

TIME FOR ONLINE COURSE \geq [TIME IN CLASS + TIME DOING HOMEWORK]

1. Do you have (or are you willing to obtain) access to a computer and Internet access at home or school?

Yes	No
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2. Do you feel that high quality learning can take place without having face-to-face interaction?

Yes	No
-----	----

3. Can you dedicate 4 to 6 hours a week for each online course (anytime during the day or night) to participate in the learning process?

Yes	No
-----	----

4. Are you a self-motivated and self-disciplined person?

Yes	No
-----	----

5. When it comes to schoolwork and deadlines, do you usually do work ahead of time?

Yes	No
-----	----

6. Are you comfortable communicating in writing?

Yes	No
-----	----

7. Do you enjoy reading?

Yes	No
-----	----

8. Do you find that face-to-face class discussions are not usually helpful to you?

Yes	No
-----	----

9. Are you able to communicate using computers and email?

Yes	No
-----	----

10. Do you enjoy learning to use new technology?

Yes	No
-----	----

11. Does your lifestyle (family, work, or personal schedule) make it difficult for you to attend courses during regular class hours?

Yes	No
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If your answer to any of the above questions was NO, then Online Learning is probably not suited for you. Online Learning is not for everyone.

Adapted from: <http://illinois.online.uillinois.edu/IONresources/onlineoverview/selfeval.html>
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<http://www.touro.edu/onlinecourses/>
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GENERAL INFORMATION

About Touro College's Online Courses

Touro College's Online Courses makes it possible for students to take courses that are either not offered at their own division or that are scheduled at an inconvenient time or location. Online course offerings for each semester will be available to Touro students at registration. The course listing for the current semester can be found at the end of this booklet.

Tips for Success as an Online Student

- You should take the self-assessment included in this manual prior to registering for an online section of a course. If you answer "No" to any of the questions, you should not register for an online course.
- If you have never used email or the Internet before, become familiar with them BEFORE attempting to register for an online course. Otherwise, you will become easily frustrated by trying to take an online course conducted mainly via the Internet and email.
- Almost all of your interaction with classmates and the instructor will be in writing. If you value face-to-face communication, you will be better off in a traditional classroom.
- Do NOT take an online course if you expect to have very little time to do the work the course requires. Online courses cover the same amount of material as their in-class counterparts. They require independent work for at least the number of hours you would normally spend in class PLUS the time you would spend doing homework for a course.
- Online students often run into difficulties when they forget that homework and assignments are required to be completed on a regular basis and leave all their work for the end of the semester. Full credit will not be given for any assignment handed in after the due date.

Student Eligibility for Taking Courses Online

You can only register for an online course if ALL of the following apply to you:

- You are NOT on probation.
- You have at least a 3.0 ("B") average.
- It is not your first semester at Touro.
- You are not in an Associate's Degree program.
- No more than two courses can be taken online per semester.

If you do not meet the above eligibility criteria for registering for an online course, you will need a Dean's signature in order to register.

REGISTERING FOR AN ONLINE COURSE

Class Registration

To register for an online course, do the following:

1. Register for these courses using regular registration procedures; use the course code listed in the schedule in this booklet and online.
2. Login to Blackboard and update your email address. Open <http://blackboard.touro.edu> and click "Login".
3. Your Blackboard username is your Touro ID # (without any starting zeros); if you do not know your Touro ID #, please call the Registrar: Main: 212-463-0400 x635; Flatbush: 718-252-7800 x223; GSEP: 212-463-0400 x5307.

Note. Only the Registrar is authorized to give you your Touro ID #. Any Register Office can give you your Touro ID #, not only the one you registered at.

Your password is your First and Last initials followed by the last four digits of your SS# (example: ab1234). Enter your Blackboard username and password and click "Login" button. You will see a "Welcome" page with a list of your OL courses.

<http://www.touro.edu/onlinecourses/>

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ATTENDANCE ISSUES

Dropping Courses

IMPORTANT: A student may drop a course and receive a grade of "W" until the date specified on the school calendar, which is approximately the eighth week of the semester. Students who "disappear" and do not officially withdraw by filing the appropriate forms at the Registrar's Office will receive a "WU" which is equivalent to an "F". It is also appropriate for you to notify your instructor by email of the fact that you are dropping the course so that you do not continue to receive course-related email.

Student Absences

In an online course, progress is monitored by the student's completion of assignments for the course. Please make sure to keep up a steady pace of doing assignments through the semester and resist the temptation to leave the work for your online courses undone until the end of the semester.

LEARNING TO USE BLACKBOARD

Learning the Basics

Online courses at Touro College are Internet-based. Your course materials are on a website powered by the Blackboard course management system. To access these materials, you need a username and password. To log in, go to the Touro College web site at: <http://www.touro.edu> and click on Web Courses, or go directly to Blackboard by going to: <http://bb.touro.edu>.

If you have never taken an online course before, you will need some initial training in using Blackboard so that you will be able to do class work immediately at the beginning of the semester. **(Note: If you have never used the Internet or email before, you should NOT be registering for an online course. This training will only be useful for students with prior web experience.)**

To learn the basics of Blackboard, here are your options:

- Follow the directions on the "Quick Blackboard Reference" page at <http://www.touro.edu/onlinecourses/references/bbshowto.pdf>
- Blackboard has an excellent online manual introducing its program. Click on the Blackboard Student Manual link on <http://bb.touro.edu>. Students are urged to explore this resource thoroughly before the first session of their class.
- Sit down with someone who has previously taken an online course and ask that person to show you the basics of logging on to the course and viewing and downloading information.
- Go to any Touro College lab and ask a lab technician to help you learn to use Blackboard.

Technical Support

As with any network or software, you may at some point have a technical problem when using Blackboard. Here is a list of the most common problems encountered. If any of them happen to you, here is what you should do.

<http://www.touro.edu/onlinecourses/>

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Problem	Resolution
I cannot get into the Touro College web site to get into Blackboard.	Make sure that you are connected to the Internet - try going to another web site - for example, try: http://www.ibm.com or http://www.aish.com . If you can get to other web sites, but not to http://www.touro.edu or http://bb.touro.edu , see below.
I can get into other web sites, but cannot get into the Touro College web site.	Any web server experiences some down-time. If you experience this problem, please email: webmaster@touro.edu or call: (212) 463-0400 ext. 240.
I can get into the Touro College web site, but cannot get into Blackboard when clicking on "Web Courses".	Try going to: http://bb.touro.edu/ directly. -or- You may have "cookies" disabled. See "Help" in your browser for information on enabling them.
I FORGOT MY PASSWORD I can see the Blackboard login page, but cannot log in using my user ID and password.	Make sure that you are using the correct capitalization - passwords are case-sensitive (greAT is different than GreaT). -OR- Use the link "Forgot your Password" on the login page and put in either your first & last name and user ID or your first & last name and email address. Instructions for resetting your password will be emailed to this address.
I never got any information about my login user ID and password and it's already the first day of classes.	Your Blackboard username is your Touro ID # (without any starting zeros). Your password is your First and Last initials followed by the last four digits of your SS# (example: ab1234).
I don't have an Internet connection at home.	A complete list of computer labs is available on the Touro College web site under "Student Services". Students are entitled to use any Touro site to prepare their work, and the lab technicians will be happy to assist with technical issues.
I have a different problem.	Email technical support at: bbsupport@touro.edu , or call at (212) 463-0400 ext. 5674.
I need personal face-to-face help in using Blackboard.	Go to any Touro College computer lab with a printout of the email sending you your username and password, and the lab technicians will be happy to assist you with logging on to Blackboard and learning how to access your course materials.

GETTING IN TOUCH WITH YOUR INSTRUCTOR

E-mail Accounts

After login to Blackboard for the first time please update your email information by clicking on the "Personal Information" link on the "Welcome" page and then selecting "Edit Personal Information" under "Tools" menu. You are expected to maintain and regularly check an e-mail account. It is best if this account is directly in your own name. It is difficult to do an adequate job of completing assignments and keeping up e-mail correspondence with your instructor if you are sharing an account with someone else. If, during the semester, you change your email address, you will need to modify this information in Blackboard (click on Personal Information - Edit Personal Information under Tools) so that further email from your instructor will be sent to the correct address. It would also be a good idea to email your instructor directly to inform him/her of the change.

Interaction with Instructors - "The 24-Hour Rule"

When you log in to Blackboard and click on your course, there will be a link on the left which will connect you to Faculty contact information. Faculty contact information includes the e-mail address of the instructor and the telephone number of the Department so that you can contact the instructor. Instructors

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may also include office hours and/or a direct phone number where they may be contacted. You can also contact your instructor by e-mail to request a telephone call.

When emailing an instructor, you can expect a response within 24 hours (note: this excludes weekends and vacation days - see calendar). If you do not get a response from your instructor within 24 hours, email bbsupport@touro.edu with your name, your course code, and the instructor name, so that we can track down the problem. **For your own records, you should always Save or Print a copy of all email communication with your instructor. You should also CC to yourself a copy of all emails sent to your instructor in case there is some problem and you need to re-send the email.**

COURSE INFORMATION

Course Outlines

Course outlines will be posted to the course web site prior to the first week of classes. You will be asked to read the course syllabus and confirm by e-mail when you have done so.

Announcements and Assignments

Each instructor will set a regular weekly day and time at which students can expect posting of new announcements and assignments.

Textbooks

A textbook will be assigned for most courses. You are required to obtain a copy of this textbook, if possible before the beginning of class. Do not delay purchasing a textbook because the nature of an online course requires the student to use the textbook during the first week of class.

Bookstores

You are encouraged to purchase the required textbooks online. Some textbooks for online courses may be available through the temporary bookstores at the various Touro campuses or at Barnes & Noble in Manhattan. If not, please refer to instructions from your instructor or the "Bookstore Information" link on the Online Courses website for information on purchasing your books online.

HOMEWORK AND EXAMS

Homework Assignments

Each course will include homework assignments and/or programming assignments, which will be a component of the student's final grade. This homework will be assigned on a regular basis, graded and returned.

There will be penalties for late homework. You should discuss homework problems with your instructor via e-mail.

Extenuating Circumstances

Due dates are posted in each Blackboard course to let you know when an assignment is due. Thus, there is no excuse for not knowing about a due date. Late submission will be penalized according to a schedule provided by your instructor. Therefore, it is a bad idea to submit work late.

Should you experience extenuating circumstances which are beyond your control, then you must immediately contact your instructor via email and receive from him/her explicit permission for submitting your assignment late.

Maximum Late Submissions

No work could be credited if more than a year has passed from the original due-dates.

<http://www.touro.edu/onlinecourses/>

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Tests and Quizzes

While each course is different, in most courses, students should expect a minimum of two exams during the course of the semester: a midterm and a final. Quizzes and other methods of evaluation are also likely. The midterm will be given during the seventh or eighth week of the semester. **The final exam for all online courses is scheduled on a specific day (see attached semester calendar), and requires attendance at a Touro campus, in New York.**

Midterm Exams

Some midterms may be administered as in-person tests, scheduled for Touro campuses in New York and Jerusalem, **at the discretion of the instructor** with guidance from the department supervising the course. Photo Identification will be checked at all exams given in person.

Midterms or other exams that are not in-person will be essay tests or projects, the equivalent of difficult, take-home, open-book exams that require a considerable amount of problem solving.

Final Exams

All final exams take place on a specific day (see the attached semester calendar) at a Touro site in New York where they can be properly administered and proctored. Individual students for whom this is impossible can contact the instructor during the first two weeks of the semester to make alternative arrangements. Photo Identification will be checked at all exams given in person.

UNDERGRADUATE ONLINE COURSES OFFERED Fall 2009

(Pending Sufficient Registration)

#	Course Code		Course Title	Credits	Instructor
<u>BUSINESS</u>					
	EBE 101	OL	PRINCIPLES OF MACROECONOMICS	3	D. Rockove
	EBE 102	OL	PRINCIPLES OF MICROECONOMICS	3	D. Rockove
	EBF 101	OL	PRINCIPLES OF FINANCE	3	P. Charach
	EBF 220	OL	CORPORATION FINANCE	3	M. Rosenberg
	EBK 101	OL	PRINCIPLES OF MARKETING	3	M. Gallatin
	EBM 101	OL	PRINCIPLES OF MANAGEMENT	3	P. McGuigan
<u>HISTORY & POLITICAL SCIENCE</u>					
	GHS 204/204.6	OL OL	MEDIEVAL AND RENAISSANCE CIVILIZATION (For NYSCAS Students)	4	T. Lauer
	GHS 105 Or HIS 141	ON	THE EMERGENCE OF THE US I (For NYSCAS Students) (For LAS Students)	4 3	T. Lauer
	GHS 450 Or HIS 450	OL OL	American Cultural History (For NYSCAS Students) American Cultural History (For LAS Students)	4 3	T. Lauer
	GJS 271/271.6 Or HIS 271	OL OL	AMERICAN JEWISH HISTORY (For NYSCAS Students) (For LAS Students)	4 3	T. Lauer
	HIS 220	OL	SURVEY OF MODERN HISTORY I	3	T. Lauer
	HIS 221	OL	SURVEY OF MODERN HISTORY II	3	T. Lauer
	GHS 204/204.6	OL OL	MEDIEVAL AND RENAISSANCE CIVILIZATION (For NYSCAS Students)	4	T. Lauer
<u>HEALTH SCIENCES</u>					
	HIA 200	OL	MEDICAL TERMINOLOGY	3	R. Kerchner
<u>BIOLOGY</u>					
	GSB 113 /113.6	OL	HUMAN BIOLOGY	3	TBA
<u>ENGLISH</u>					
	GLL 121	OL	COLLEGE WRITING I		B. Fox
	LLE 402	OL	LITERATURE OF THE HOLOCAUST	3	H. Buchman
<u>COMPUTER SCIENCE & MATHEMATICS</u>					
	MAT 120	OL	PRE-CALCULUS	3	I. Peckel
	MAT 121	OL	CALCULUS I	3	L. Srubshchik
	MAT 111 OR GSM 130/132	OL	COLLEGE MATH -	3	A.Polyakov
	MAT 261	OL	STATISTICS FOR SOCIAL SCIENCE MAJORS	3	L. Srubshchik
	MCO 119	OL	WAN I – CISCO -	3	S. Boyko
	MCO 122	OL	COMPUTER LITERACY AND INFORMATION RETRIEVAL	3	J. Fink
	MCO 140	OL	COMPUTER CONCEPTS WITH MICROCOMPUTER APPLICATIONS	3	J. Fink
	MCO 148	OL	COMPUTER BUSINESS APPLICATIONS	3	S. Fink
	MCO 167	OL	WAN II - CISCO	3	S. Boyko
	MCO 245	OL	UNIX	3	S. Fink
	MCO 256	OL	DATABASE PROGRAMMING	3	S. Fink
	MCO 275	OL	ADV. INTERNET TOOLS & WEB PAGE DESIGN -COMP.MAJORS	3	J. Robinson
	MCO 343	OL	DATABASE CONCEPTS AND DESIGN	3	I. Berman
	MCO 358	OL	WEB PROGRAMMING	3	M. Gutherc
<u>PSYCHOLOGY, SOCIOLOGY & HUMAN SERVICES</u>					

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PSY 301	OL	EXPERIMENTAL PSYCHOLOGY	3	Dr. E. Litwin
PSY 301.6	OL	EXPERIMENTAL PSYCHOLOGY LAB (co-requisite for PSY 301 OL)	1	Dr. E. Litwin
PSY 335	OL	ABNORMAL PSYCHOLOGY	3	Dr. A. Brownstein
PSY 201	OL	DEVELOPMENTAL PSYCHOLOGY	3	M. Hamlin
PSY 345	OL	PSYCHOLOGY OF HEALTH AND ILLNESS	3	Dr. E. Litwin
PSY 420	OL	EATING DISORDERS	3	Prof. Geliebter
PSY 326	OL	FORENSIC PSYCHOLOGY	3	Dr. E. Litwin
PSY 544	OL	POSITIVE PSYCHOLOGY & JUDAISM	3	Dr. D. Steinman
SAS 103	OL	INTRO TO SOCIOLOGY	3	M. Gallatin
GPS 204	OL	CHILD PSYCHOLOGY	3	Yannie ten Broeke
GPS 216	OL	ADOLESCENT DEVELOPMENT	3	M. Porcelli
GPS 224	OL	SOCIAL PSYCHOLOGY OF THE FAMILY	3	M. Porcelli
GHU 141	OL	INTRO TO HUMAN SERVICES	3	R. Lubin
GHU 240	OL	THEORIES OF COUNSELING	3	R. Lubin

CALENDAR FOR FALL 2009

09/04/2009	<p>First Day of Classes Login to Blackboard and update your email address. Open http://bb.touro.edu and click "Login". Your Blackboard username is your Touro ID # (without any starting zeros); if you do not know your Touro ID #, please call the Registrar: Main: 212-463-0400 x5635; Flatbush: 718-252-7800 x223; GSEP: 212-463-0400 x5307. Note. Only the Registrar is authorized to give you your Touro ID #. Any Register Office can give you your Touro ID #, not only the one you registered at. Your password is your First and Last initials followed by the last four digits of your SS# (example: ab1234). Enter your Blackboard username and password and click "Login" button. You will see a "Welcome" page with a list of your OL courses.</p>
9/7/2009: No Classes, Labor Day 9/18/2009 9/28/2009 - 10/12/2009 11/26/2009 - 11/27/2009 12/24/2009 - 12/25/2009	<p>No Classes Instructors will not be available for email contact. Due dates for Assignments will not be assigned during these time periods.</p>
Week 1 – Due on Sunday, Sep. 13	
Week 2 – Due on Sunday, Sep. 20	
Week 3 – Due on Sunday, Sep. 27	
Week 4 – Due on Sunday, Oct. 18	
Week 5 – Due on Sunday, Oct. 25	
Week 6 – Due on Sunday, Nov. 1	
Week 7 – Due on Sunday, Nov. 8	
Week 8 – Due on Sunday, Nov. 15	
Week 9 – Due on Sunday, Nov. 22	
Week 10 – Due on Sunday, Nov. 29	
Week 11 – Due on Sunday, Dec. 6	
Week 12 – Due on Sunday, Dec. 13	
Week 13 – Due on Sunday, Dec. 20	
Week 14 – Due on Sunday, Dec. 28	
Week 15 – Due on Sunday, January 3	<p>Final Exams Final Exams will be given at: A Touro Site in Brooklyn, NY - Exact Time & Location TBA Bring Photo ID to the Final Exam. If the above times/locations will be a problem for you, contact your instructor within the first two weeks of class to make alternate arrangements.</p>

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