

## THE NORMS OF WORKING ONLINE THAT YOU ARE RESPONSIBLE FOR BEFORE CLASS STARTS



Online education is not the same as sitting in the back of an auditorium with 100 college-age students. You may avoid driving and parking and set your own hours, but your participation is expected and will be highly visible - ***no sleeping back there!***

### BEFORE CLASS BEGINS.....

1. You are responsible for making the decision and ongoing commitment to your further education. In this regard, you need to prepare the environment in which you will be working:
  - A. Identify the time of day that you are most comfortable doing intellectual work and create a weekly schedule. Prepare uninterrupted blocks of time, as if you were on campus.
  - B. Be sure to confirm this schedule with your family, kids, employer, friends, and pets!
  - C. Be sure that significant others in your life understand that this course of study is a bridge to a better future, and that they support your work right now at this time.
  - D. Visit the [demonstration classroom](#) and make sure your browser functions. Bookmark the log-in page for quick reference. Your time is valuable - check your connection speed.
3. Read the syllabus. If you have questions, contact your instructor.
4. Order your books. If they will be late, contact your instructor.
5. Complete the [Entrance Exercises](#) right away.
6. Learn how to use the [AGS Library](#) resources and identify the ones you like best right away.
7. It is very important that you think about your time-management, prioritization, and project management skills. Apply them. This project is your opportunity for personal and professional growth. If you dropped before, why will this time be different?
8. Use the self-assessment tools online ([Are You Ready?](#)). IDENTIFY your strengths and preferences before class starts. Recognize learning styles and learning strategies that will work for you personally as an adult , independent learner.

### AFTER CLASS BEGINS..... COMMUNICATION AND PROTOCOL

1. You have paid a fee to attend a unique seminar. The opportunity to discuss these concepts with this group of international colleagues won't come again. You are responsible for engaging in dialogue with faculty and your peers, and finding out how their experience can be of use to you.
2. Recognize that the faculty are not there to TEACH you. They are there to FACILITATE your exploration of the subject matter with your peers. AGS courses are FACILITATED, not taught. This means you are expected to be an ACTIVE LEARNER - engaging others and *seeking* knowledge.
3. Everyone expects you to be **presenting** at this seminar, on **each** critical topic of discussion. You have a highly visible role and your colleagues look to you for continuing contributions. **If you must be late, you must advise your class.** If you cannot meet your schedule, perhaps you are not ready for the commitment.
4. Graduate study is a commitment to yourself, your family and to your peers. If you have problems completing or understanding an assignment, you are responsible to ask for help. **Your instructor should be the FIRST person you contact**, whether in the AGS Forum, by phone or email. If you experience a problem with your instructor, contact the Student Dean during normal west coast business hours at 253-884-2549.

We are here to guide you across the bridge, but - every day - **you** choose to make the journey.