Welcome and Instructor Introduction

Welcome to HSC 305: Human Relations. My name is Margaret Walker from New Hampshire. I have been a registered nurse for 30 plus years and currently work in nursing education for a small college as well as D2L.

I have been an adult learner for many years earning my BS in Nursing, MSN, MBA, and Ed. D. I am familiar with the stressors related to working full time, bringing up children, keeping a home, living in a community and studying every spare moment. I have found that taking courses can be a lot of fun and a great opportunity to meet people with new ideas and approaches.

I look forward to meeting all of you and hope that this semester will be a chance to share new information and learn from one another.
Required Text Books

If you have not purchased your textbooks, please do so as soon as possible. You are expected to have your text books on the first day of class. They can be purchased through the USD Bookstore as well as online. The required text books for this course are:


Technology Requirements

This course will be delivered entirely through the Desire2Learn (D2L) system. Students registered for this course are required to have internet access and a current USD e-mail address. Students should be computer literate. All computers should be able to run the latest editions of operating systems and programs utilized during the course. You must be familiar with various software packages and their operation. It is important to become familiar with the "On Line Orientation Packet" located on the USD Continuing Education web page @ http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf. This packet contains important information on accessing USD's resources online.

Specific Software Requirements for this Course:

1. Microsoft Word®: All students should have access to Microsoft Word® 2007 or later to use for completing course assignments. A student version of Microsoft Office® can be purchased at a very reasonable rate via Microsoft's web-site http://www.microsoft.com/student/en/us/office/default.aspx or through various software retailers.

2. You will need the Adobe Acrobat Reader®, Java®, and Adobe Flash Player®, all no charge downloads. The web-sites for accessing each of these are available in the "On Line Orientation Packet" (referenced above)

3. In order to view class video presentations, you will need Windows Media Player® (usually already pre-installed in Windows computers) or Quicktime®. Windows Media Player® can be also downloaded at no charge from http://windows.microsoft.com/en-US/windows/products/windows-Media-player. Quicktime® can be downloaded free of charge from
4. You will be required to download Respondus Lock Down Browser® and install on the computer from which you will be taking the course exams.

Respondus Lock Down Browser® information will be provided for you in the course.

Please contact the USD Information Technology Services Help Desk for assistance with D2L and other technical issues. Office: Slagle Hall Room 18B, (605) 677-5028, helpdesk@usd.edu /.

General Course Requirements and Expectations

You are instructed to read, understand, and abide by all the policies and procedures outlined in the syllabus as well as those in the Online Orientation Packet. In an online course environment, we use technology to develop our learning community. To achieve success in the online environment, you must be self-motivated and disciplined; find information or ask for help; adhere to assignment due dates; follow instructions carefully; and avoid procrastination. You will need to read, participate in the course activities and assignments, study, and learn concepts. You should expect to invest 9-12 hours per week into the course work. Please note that while the online environment is flexible is does take time to respond and to provide feedback and comments. So, you will not receive immediate responses or feedback from your classmates or the instructor. I encourage you to take a proactive stance in seeking out interactions with your classmates and the instructor.

Your Instructor and This Course

Communicating With the Instructor...

The D2L course e-mail will be used to for course communication. Personal e-mails will not be used. You should check the D2L e-mail and your USD e-mail at least every other day. Please post any general course questions for the instructor in the Questions for The Instructor Discussion Board. These could include but are not limited to: assignment clarification questions, questions about course content, and other general questions. You should always check this discussion board to see if the question has already been answered before posting a question. You should e-mail the instructor for personal questions, grading questions, and questions that are specific for individual assignments using the course e-mail. Questions about specific quiz or exam questions should also be e-mailed to the instructor. The Questions for the Instructor Discussion Board and e-mail are the preferred methods of communication. However, individual phone conferences can be scheduled if needed by contacting the instructor via e-mail to request a phone conference. Note: please do not use the pager tool in D2L to contact me.
Instructor response time to e-mail, phone, and Questions for the Instructor Discussion Board postings...

I will check messages once during the day Monday through Friday and I will respond by the next business day. Weekend messages will be returned as soon as possible on the next business day. Instructor feedback to discussion board assignments will be posted within one week of the due date for the assignment.

Instructor grade and feedback posting...

I will post grades and feedback for all assignments within one week of due date.

Getting Started

You will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal directly via https://d2l.sdbor.edu. The course should be listed under "My Courses". You will not be able to access the course until the start date listed in Web Advisor. Access and familiarize yourself with the "On-Line Orientation Packet" located on the USD Continuing Education web page @ http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf. This packet contains important information on accessing USD's resources online.

Access the course on the first day of class, August 26, 2013.

Once in the course you should do the following:
1. Read through the items in the "HSC 350 Getting Started!" section on the top left-hand side of the course homepage.
2. Review the USD Resources link on the course home page.
3. Next you should access the "Content" section of the course (second tab at the top of your course). Access the "Getting Started, Important Course Information, and Course Introductions" module and review all the linked information and documents.
4. Complete and submit your assignments for week one by the due dates listed on the course schedule.

Overview of the Course

This course will be instructed entirely online via Desire2Learn (http://d2l.sdbor.edu). While this is an online course, it does not mean it is a self-paced or correspondence-like course. Each week you will be required to complete tasks and assignments. This course is conducive to student work schedules. Students can access Desire 2 Learn (D2L) at any time/day at their convenience. All assignments and exams must be submitted by the due date.

The following instructional methods and activities will be employed:

This course is a 3 credit course that meets online. Traditional on-campus
courses meet for 2.5-3 hours a week for 16 weeks. This course has been designed to be conducive to student work schedules. Students can access Desire 2 Learn (D2L) at any time/day at their convenience and are not expected to adhere to the designed schedule. The course is structured that way for the sole purpose of keeping you on track for the 2 exams and the assignments. HSC 305 is NOT a correspondence course. The following instructional modes will be employed:

1. Lecture Outlines & Slides

   This course is presented via reading discussions and PowerPoint slides presented as PDF files that can be accessed through D2L. Students will need to download Adobe Acrobat Reader from www.adobe.com if you do not already have it installed on your computer. I have found that this method minimizes problems between operating systems.

2. Recommended Reading

   In addition to lecture slides, students will be assigned readings in the textbook. The textbook material is usually more in depth than what will be presented in lecture and is needed for comprehensive understanding of course material. Assigned readings are listed in the course schedule and correspond to the lecture material and discussion board material on D2L. Please note that all exam material will come from my lectures, discussions, and the assigned readings.

3. Live/Recorded Online Lectures

   All live online lectures will be held using the Collaborate program. Collaborate uses JAVA, please double check that your computer is compatible with JAVA. I will hold lectures on an as-needed basis that will cover everything on the lecture schedule for that week. These online lectures are recorded and will be available to those students who cannot attend the live lecture. A link will be created in the “Contents” section of D2L for you to follow. A complete schedule of online lectures will be posted after the instructor finds the most appropriate time to fit student schedules.

4. Discussion Boards

   Each week you will be required to answer the discussion board module. Please answer all of the parts of the question as you will be graded based on your thoroughness and accurate response. You will also be required to make two comments each week about two of your classmates’ posts. These should be well thought out and help in the discussion of the material.
If you have any questions or comments that come up during the course of this class about lecture or discussion material, format of the course or general topics please post them to the “help section” in the discussion boards rather than sending me an e-mail. Often several students have the same concerns and by posting to this board the entire class will have access to my response. However, don’t hesitate to e-mail me with a personal concern. Please use the internal D2L email provided. I would like to keep all course related communication within D2L. Although I try to reply the same day, you can expect a reply from me within 2 weekdays of any email or message posting. Messages received on Friday will be replied to on Monday unless it is an emergency.

Dr. Margaret Walker