Welcome Letter

Course Number:       OCTH 801
Semester:            Summer 2017
Delivery Method:     Online, Practicum course
Course Instructor:   Dr. Barb Brockevelt
Email:               Barb.Brockevelt@usd.edu
Office Phone:        605-658-6358

Welcome!
Welcome to The Capstone Experience course. This course provides you with the opportunity to develop advanced practice skills that meet your professional goals.

I look forward to working with each of you again supporting your continued professional growth and development!

Textbook and Materials
Readings and other materials (recorded lectures, lecture slides, etc.) will be provided within the course in D2L under Content. Additional texts needed for the course will be dependent upon the student’s interest area and plans for the Capstone Experience and Project.

Required:

Supplemental Texts:

Other requirements & readings:
AOTA Membership is necessary to access member-only professional resources. AOTA also offers a discount for members on texts AOTA publishes or distributes.
**Required Technology**
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started widget on the course homepage.

Additionally, live lectures/office hours will be facilitated via a web-conferencing system called Collaborate. In order to fully engage in these, it is recommended that you purchase a USB multimedia headset – earphones with a microphone - so that you can ask questions instead of typing them. These can be purchased online, or from your local retailer (Walmart, Best Buy, Radio Shack, etc.), for approximately $15-30, depending upon the brand and model (Logitech is recommended).

**Important:** Students must have the ability to submit papers in a format compatible with Turnitin (Word, DOC or DOCX, OpenOffice, ODT; Other: RTF, TXT, PDF, WPS) as the instructor will use the GradeMark feature of Turnitin to provide feedback.

**General Course Schedule**
In general, a typical week in this course will be sequenced as follows:

<table>
<thead>
<tr>
<th>DAY</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week&lt;br&gt;Complete assigned reading</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Complete reading</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Prepare discussion board posting; complete class activities&lt;br&gt;<strong>Due: initial response to posted discussion questions as assigned 11:55 CST</strong>&lt;br&gt;Participate in live class session and/or office hours at 6:00 pm (CST) as indicated (Recorded session available after class)</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for reading discussion postings, formulating responses, and independent work</td>
</tr>
<tr>
<td>Friday</td>
<td>Open for reading discussion postings, formulating responses, and independent work</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for reading discussion postings, formulating responses, and independent work</td>
</tr>
<tr>
<td>Sunday</td>
<td><strong>Due: Discussion board responses and assignments 11:55 PM CST</strong></td>
</tr>
</tbody>
</table>

**General Course Requirements and Expectations**
The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. Since this is a four credit-hour experiential course, students should expect to invest approximately 12-16 hours per week in this course.

Because this is an online course, where we will not meet face-to-face, this engagement will be facilitated by the following activities, postings in the weekly discussion, attending the live lecture
or watching its recording (when applicable), and completing the graded assignments by the due date. Grading will be based on discussion contributions and completion of assignments activities; these will be outlined in more detail in the syllabus.

**Getting Started**
First, access the course in Desire2Learn (D2L). This can be done via the USD student portal, [http://my.usd.edu](http://my.usd.edu), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed under “My Courses.” Note: You will not be able to access the course on until the official start date.

Next, familiarize yourself with the **CDE Online Orientation**, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:
1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.
2. Orient yourself to the other important areas (widgets) of the homepage:
   a. **News**: where any updated information will be posted
   b. **Student Guides**
   c. **USD Tech Support**
3. Familiarize yourself with the various tools along the top of the course homepage
   a. **Content**: where all of the course materials reside
   b. **Assessments**: where you will access your Grades and the Dropbox (to submit papers)
   c. **Communications**: where you will access the weekly discussions
   d. **Resources**: where you will find the Classlist,, etc.
4. Post your Introduction in the first week’s discussion topic under Communications → Discuss.

**Contacting Me**
My contact information is listed at the top of this document. My USD email is preferred over D2L email. I will do my best to respond to your email within 24 hours Monday through Friday and within 48 hours on weekends and holidays. You will receive advance notice in the event that the instructor is out of the office necessitating a slower response time. **Please do not use the pager tool in D2L to contact me.**

I look forward to having you in the course!

---

Barb Brockevelt, PhD, OTR/L, FAOTA  
Chair & Professor  
Occupational Therapy