Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should **not** be used to purchase course materials.
INFT 101
INSTRUCTIONAL TECHNOLOGY FOR SUCCESSFUL ONLINE LEARNING

COURSE DESCRIPTION
Designed to equip students for success as they transition into the online classroom, this course offers strategic information tailored to ensure academic excellence in this unique learning environment; this information includes Liberty University’s foundations and beliefs, Liberty University Online resources for success, Blackboard navigation techniques, time management strategies, the adult learner’s responsibilities, methods for identifying and avoiding academic misconduct, scholarly research tactics, and approaches for selecting the appropriate courses towards completion of the preferred degree program.

Note:
Waived without appeal/exception for all students when one or more of the following are met:
1. Accredited college transcript on file indicating a conferred AA or higher.
2. 60 official transfer hours.
3. Resident LU student transferring to LVO without breaking enrollment (resident breaking enrollment rules not LVO) and has taken BWVW 101 (Formerly GNED 101).
4. 90+ credits on unofficial transcripts.
5. Student has broken enrollment from LVO within the last three catalog years.

RATIONALE
This course provides an orientation to the online classroom, learning strategies, and technology skills required for success in online learning. This course offers the student an opportunity to develop and strengthen the skills necessary for academic achievement within Liberty University’s online program.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office 365 (This will be provided to you by Liberty University as a free download.)

IV. **MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

A. Apply basic Blackboard navigation techniques to successfully complete an online course.

B. Apply effective strategies for time management, scholarly research and writing, learning styles, and study skills.

C. Describe appropriate Liberty University Online resources utilized to improve course experiences and to make degree and course selection decisions.

D. Evaluate intrinsic and extrinsic responsibilities of adult learners.

E. Identify forms of academic misconduct, including plagiarism, cheating, and falsification.

F. Explain basic academic principles as they relate to a biblical worldview.

V. **COURSE REQUIREMENTS AND ASSIGNMENTS**

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (2)

   Discussion boards are collaborative learning experiences. Therefore, the student will create a thread in response to the provided prompt for each forum. Each thread must demonstrate course-related knowledge. In addition to the thread, the student will reply to the threads of at least 2 classmates. For Discussion Board Forum 1, the thread must be 3 paragraphs totaling at least 150 words, and the replies must be at least 50 words each. For Discussion Board Forum 2, the thread must be at least 200 words, and the replies must be at least 75 words each. All threads and replies must be professional in content and delivery. There are no citations required for these assignments.

D. Blackboard Navigation Activity

   The student will complete an interactive activity that will allow him or her to demonstrate understanding of navigation in the Blackboard course.

E. Liberal Arts Surveys (2)

   The student will complete the Liberal Arts Surveys to determine understanding of and attitudes regarding liberal arts education.

F. Microsoft Word Outline and Rubric Evaluation
Using the provided text, the student will create an outline in Microsoft Word using Microsoft Office 365. The student will also evaluate his or her work using the provided rubric.

G. Time Management Assignment
The student will begin with a review of his or her current use of time, charting daily activities such as work, church, family, and “real life” responsibilities, as well as schoolwork. The student will then use this information to create and submit a schedule for 2 modules/weeks using one of the provided tools. The student will reflect on the results in Discussion Board Forum 2.

H. Chapter Reflection Activities (3)
The student will complete a series of brief reflective activities for Chapters 4–5, 6–7, and 10–11 of the textbook in order to demonstrate engagement with conceptual material.

I. Article Evaluation Assignment
The student will utilize information literacy skills gained through the textbook and presentations to locate and evaluate 1 scholarly journal article from the online database of the Jerry Falwell Library. The student will use provided criteria to evaluate the article.

J. Presentation Outline
As a first step towards the final project, the student will create an outline of the study strategies discussed in the course. The outline must follow standard outline formatting. There are no outside citations required for this assignment.

K. FOCUS 2
The student will complete a FOCUS 2 portfolio, which is a career and education decision-making model that includes 5 self-assessments, career and major exploration, action planning, and decision-making materials.

L. Registration Activity
The student will complete an interactive activity that will allow him or her to demonstrate understanding of how to complete the Degree Completion Plan audit and understanding of how to register for courses.

M. PowerPoint Presentation
The student will demonstrate understanding of concepts learned and skills taught in the course by creating a PowerPoint presentation of 7 slides (no more and no less) as a final project. The PowerPoint presentation will demonstrate skills acquired and highlight concepts of interest to the student throughout the course.

N. Quizzes (4)
Each quiz will cover the Reading & Study material for the assigned module/week. Each quiz will require the student to summarize that material. The quizzes will be open-book/open-notes; contain a variety of multiple-choice, true/false, matching, multiple-answer, and essay questions; and have a time limit of 1 hour.
O. Placement Tests (2)
The student will complete placement testing in English and Math to determine future course sequencing for those required courses.

P. Information Literacy Tests (2)
The student will complete Liberty University’s Information Literacy Pre-Test and Information Literacy Post-Test to demonstrate growth in information literacy skills. Each test will contain 50 multiple-choice, true/false, and matching questions and have a time limit of 1 hour.

VI. COURSE GRADING AND POLICIES
A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (2 at 40 pts ea)</td>
<td>80</td>
</tr>
<tr>
<td>Blackboard Navigation Activity</td>
<td>20</td>
</tr>
<tr>
<td>Liberal Arts Surveys (2 at 10 pts ea)</td>
<td>20</td>
</tr>
<tr>
<td>Microsoft Word Outline and Rubric Evaluation</td>
<td>40</td>
</tr>
<tr>
<td>Time Management Assignment</td>
<td>35</td>
</tr>
<tr>
<td>Chapter Reflection Activities (3 at 60 pts ea)</td>
<td>180</td>
</tr>
<tr>
<td>Article Evaluation Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Presentation Outline</td>
<td>40</td>
</tr>
<tr>
<td>FOCUS 2</td>
<td>40</td>
</tr>
<tr>
<td>Registration Activity</td>
<td>30</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>125</td>
</tr>
<tr>
<td>Quizzes (4 at 60 pts ea)</td>
<td>240</td>
</tr>
<tr>
<td>Placement Tests (2 at 25 pts ea)</td>
<td>50</td>
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<tr>
<td>Information Literacy Tests (2 at 25 pts ea)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
</table>

B. Scale
A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C. Late Assignment Policy
If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted. Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
## Course Schedule

**INFT 101**


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hassenpflug et al.: chs. 1–2&lt;br&gt;4 presentations&lt;br&gt;1 website</td>
<td>Course Requirements Checklist&lt;br&gt;DB Forum 1&lt;br&gt;Blackboard Navigation Activity&lt;br&gt;Liberal Arts Survey 1&lt;br&gt;Module 1 Quiz</td>
<td>10 40 20 10 60</td>
</tr>
<tr>
<td>2</td>
<td>Hassenpflug et al.: ch. 3&lt;br&gt;5 presentations</td>
<td>Microsoft Word Outline and Rubric Evaluation&lt;br&gt;Liberal Arts Survey 2&lt;br&gt;Module 2 Quiz</td>
<td>40 10 60</td>
</tr>
<tr>
<td>3</td>
<td>Hassenpflug et al.: chs. 4–5&lt;br&gt;1 presentation</td>
<td>Time Management Assignment&lt;br&gt;Chapter Reflection Activity 1&lt;br&gt;Placement Test - English</td>
<td>35 60 25</td>
</tr>
<tr>
<td>4</td>
<td>Hassenpflug et al.: chs. 6–7</td>
<td>Chapter Reflection Activity 2&lt;br&gt;Information Literacy Pre-Test&lt;br&gt;Placement Test - Math</td>
<td>60 25 25</td>
</tr>
<tr>
<td>5</td>
<td>Hassenpflug et al.: ch. 8&lt;br&gt;3 presentations&lt;br&gt;1 website</td>
<td>DB Forum 2&lt;br&gt;Article Evaluation Assignment&lt;br&gt;Module 5 Quiz</td>
<td>40 50 60</td>
</tr>
<tr>
<td>6</td>
<td>Hassenpflug et al.: ch. 9&lt;br&gt;1 presentation</td>
<td>Presentation Outline&lt;br&gt;Module 6 Quiz</td>
<td>40 60</td>
</tr>
<tr>
<td>7</td>
<td>Hassenpflug et al.: chs. 10–11&lt;br&gt;2 presentations&lt;br&gt;1 website</td>
<td>FOCUS 2&lt;br&gt;Registration Activity&lt;br&gt;Chapter Reflection Activity 3&lt;br&gt;Information Literacy Post-Test</td>
<td>40 30 60 25</td>
</tr>
<tr>
<td>8</td>
<td>2 presentations</td>
<td>PowerPoint Presentation</td>
<td>125</td>
</tr>
</tbody>
</table>

**Total**: 1010

DB = Discussion Board

**NOTE**: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.