

**PALM BEACH COMMUNITY COLLEGE  
DISTANCE LEARNING COURSE SYLLABUS FORMAT**

<b>GENERAL INFORMATION</b>
----------------------------

*Professors need to verify this information in the College catalog.*

Course number: FFP2840

Course title: Emergency Response & Recovery Operations

Course reference number: 132022

Credit/Contact hours: 3/48

Term: Fall 2009

<b>PROFESSOR'S INFORMATION</b>
--------------------------------

Professor name: Bonnie B. Maney

Professor office location: Lake Worth Campus TC-120

Professor office hours: 6 P.M. – 9 P.M.

Professor telephone: 561-632-3599

Professor fax: n/a

Professor e-mail address: maneyb@pbcc.edu

<b>SUPERVISOR INFORMATION FOR DISTANCE LEARNING FACULTY</b>
---

*As per SACS Criterion 4.8.2.4, distance-learning professors must provide the following:*

Supervisor's name: Val Williams

Supervisor's telephone: 561-868-3773

Supervisor's office location: Lake Worth Campus TC-120

Supervisor's e-mail address: willabv@pbcc.edu

## DISTANCE LEARNING COURSE INFORMATION

This course is taken in whole via the Internet without attending a classroom on campus. Before you decide to take the course under these conditions, it is recommended that you:

- take the following quizzes to determine if distance learning is best for you:
  1. [Should I take a distance learning class?](#)
  2. [Do I have enough time to take a distance learning class?](#)
  3. [Do I have the technical skills and knowledge to learn online?](#)
- read the [Distance Learning Frequently Answered Questions](#) page which include instructions for logging onto Blackboard, computer requirements, and basic computer skills students must have prior to enrolling a distance learning class.
- read the syllabus description below carefully.
- contact the instructor by e-mail or by phone if you have any questions.

### **Computer Requirements**

If you choose to take this course, you must have access to a computer that meets the [basic computer requirements](#) - <http://www.pbcc.edu/x10620.xml>.

N/A

### **SLC Computer Lab**

If students do not have access to a computer at home, then the SLC Computer Lab can be used to complete course assignments. Visit the SLC Computer Lab web page at <https://www.pbcc.edu/x13669.xml> for location and hours.

**IT IS RECOMMENDED THAT THE STUDENT TAKING THIS COURSE AS A *PURE INTERNET COURSE* NOT BE A NOVICE COMPUTER USER. THE STUDENT SHOULD KNOW HOW TO USE A MOUSE, NAVIGATE THE INTERNET, AND SEND/RECEIVE E-MAIL WITH ATTACHMENTS. VISIT THE FOLLOWING WEB PAGE FOR MORE INFORMATION REGARDING MINIMUM COMPUTER SKILLS STUDENTS MUST HAVE PRIOR TO ENROLLING IN AN ONLINE COURSE - <http://www.pbcc.edu/x10620.xml>.**

**This course has an Internet web site located at: <http://epbcc.pbcc.edu>**

To pass the course, you must be able to access this web site. **The course web site will be available three days prior to the start of the semester. Your password will not work until that time.**

**It is the student's responsibility to have accessed this site no later than 11/4/09.** The web site has a security system which requires a *Sign on* and a *Password*. Only registered students will be able to access the course.

### **To login to the course web site:**

**User Name:** Use your PBCC Student ID Number (no hyphens). Your PBCC Student ID Number can be found on the back of your student ID card. If you do not have a student ID card, you can obtain one in the bookstore at Lake Worth campus. For obtaining a student ID card on other campuses, check with the campus directly.

**Password:** The student's Blackboard password will be the student's PBCC Pin Number.

**What do I do if I forget my password or need assistance with Blackboard?**

E-mail the Blackboard administrator at [adminwebct@pbcc.edu](mailto:adminwebct@pbcc.edu). You can also contact the PBCC Student Helpdesk by sending an e-mail to [studenthelpdesk@pbcc.edu](mailto:studenthelpdesk@pbcc.edu) or contacting them by phone at (561) 868-4000. Be sure you have the following information available:

- your full name
- your PBCC Student ID number
- course with the reference number
- details of the assistance needed and any error messages

The Student Help Desk Hours of Operation are posted on the following web page:  
<http://www.pbcc.edu/x6363.xml>.

On hours and days that the Help Desk is closed, the student may leave a voice message or an e-mail and the issue will be addressed the next business day.

<b>ADDITIONAL COURSE INFORMATION</b>
--------------------------------------

**PALM BEACH COMMUNITY COLLEGE  
Course Outline**

Course number and course title:

FFP 2840  
Emergency Response and Recovery Operations

Catalog description:

This course takes a theoretical examination and practical application of post event management activities. Discussions and course work will include public health, sheltering, evacuation, human behavior, damage assessment, debris removal, individual and public assistance and media relations. Students will play various EOC roles which will develop decision making skills.

Credit and contact hours:

3/48

Prerequisites:

Co-requisites:

Textbook(s) and/or bibliography:

*Required:*

Emergency Management: Principles and Practice for Local Government 2<sup>nd</sup> Edition  
William L. Waugh, Jr. and Kathleen Tierney  
ICMA Press, 2007  
ISBN-13: 978-0-87326-719-9

*Optional:*

Disasters by Design

Dennis S. Mileti  
Joseph Henry Press, Washington, D.C., 2001  
ISBN 0-309-06360-4  
(also available free at National Academy Press)

*Events/Case Studies*

The Angry Earth	Oliver-Smith & Hoffman
Facing Our Future	Maiolo, Whitehead, McGee, King, Johnson & Stone
Hurricane Andrew	Peacock, Morrow, Gladwin
Isaac's Storm	Larson
Galveston & the 1900 Storm	Bixel & Turner

Materials/equipment required by students:

Computer, Internet access, telephone access

Special fees required by student:

To be determined

Course Requirements:

(Required, must be completed prior to or during the course)

FEMA IS-100.A - Introduction to Incident Command System

FEMA IS-200.A - Incident Command System for Single Resource and Initial Action Incidents

FEMA IS-630 - Introduction to Public Assistance Process

FEMA IS-631 – Public Assistance Operations

FEMA IS-800.B – National Response Framework, An Introduction

Student Learning Outcomes:

- The student will demonstrate a general knowledge of the Incident Command System
- The student will demonstrate a general knowledge of Incident Command System and Emergency Operations Center interface.
- The student will demonstrate a general knowledge in the use of comprehensive plans and Operating procedures.
- The student will demonstrate an ability to make tactical decisions based on policy
- The student will demonstrate the ability to determine operational risk and safety issues
- The student will demonstrate knowledge of media relations during response and recovery activities.
- The student will show an understanding of the requirements and importance of documentation procedures in recovery efforts.
- The student will learn to implement short and long-term recovery concepts in the community.
- The student will interact and make critical operational decisions with other students and instructors by way of virtual table top exercises.

Detailed course content:

- The student will acquire knowledge of Incident Command System and Emergency Operations Center interface.
  - Incident Command System

- Unified Command
- Area Command Authority
- Multi-agency Coordination System
- Emergency Operations Center
- The student will acquire the knowledge and abilities to manage a response and recovery (emergency management) plan by:
  - Differentiation between comprehensive plans and standard operating procedures
  - Analyzing history
  - Having knowledge of local, state and federal resources available
- The student will acquire knowledge in tactical decision making through:
  - Scenario based class discussion
- The student will acquire knowledge operational risk and safety issues by:
  - Assessing risk
  - Risk versus gain
  - Urgency
  - Monitoring staff and resources
  - Accountability methods
- The student will acquire a knowledge in the importance of media relations during response and recovery by:
  - Understanding the methods of public information
  - Understanding the importance of early media releases
  - Differentiation between privacy and freedom of information
  - Understanding the importance of a public information officer (PIO)
- The student will demonstrate the ability to complete required event documentation by:
  - Understanding electronic emergency management systems
  - Maintaining all incident records and logs
  - Understanding federal reimbursement documentation requirements
- The student will demonstrate implementation of a short and long-term recovery plan by:
- The student will interact and make critical operational decisions with other students and instructors by way of virtual table top exercises.

**Assessment method(s):**

The student will be evaluated by participation in class discussion, a mid-term and final written examination, and a written paper relating to the topic.

**Special Requirements:**

*Note: Copies of the college-wide statements, such as the Disabled Students Services statement and Computer Competency Component can be taken from the common course syllabus format <http://www.pbcc.edu/acad/oiap/instruct/sylformat.dot>*

**Textbook, equipment, and supplies**

*Required:*

Emergency Management: Principles and Practice for Local Government 2<sup>nd</sup> Edition; William L. Waugh, Jr. and Kathleen Tierney

*Optional:*

Disasters by Design; Dennis S. Mileti

Inspiration software available at [www.inspiration.com](http://www.inspiration.com) is suggested but not required.

Computer, Internet access, telephone access and required text are required by all students.

You may purchase your textbook(s) at any one of Palm Beach Community College's campus bookstores or online at <http://www.efollett.com>.

### **Assignments**

Course assignments will consist of weekly readings, on-line discussions, journal entries, FEMA independent study courses, a virtual table-top disaster drill, a written EOC assessment, a mid-term and final written exam.

Assignments will be posted no later than Monday evening at 1700 hours (5 P. M.). The student has until the following Sunday at 1700 hours to complete assignments. The student may submit work and enter into on-line discussions at anytime during the week of the assignment.

All assignments (except for the final paper and exams) must be posted on the Discussion Board. No assignments will be accepted via e-mail. The final paper must be submitted via the Assignment Manager in Blackboard. Exams will be completed and submitted via Blackboard.

### **Late assignment policy**

Students have six (6) days to complete assignments. Students are expected to submit assigned work on time. Completing work early allows the professor more time to properly evaluate the work and may allow time for the students to make corrections to assignments based on professor comments.

The completion of papers and tests delayed by the declaration of a State of Emergency or Disaster will be accepted without penalty. Other delays must be coordinated with the professor in advance.

Regardless of reasons, final assignments must arrive no later than 1700 on the last day of class for the course in the semester, or your grade will be submitted based on 0 points for that assignment. Students are responsible for reading the course schedule and knowing when assignments are due and when the semester ends. Students are expected to complete work on time.

If you post an assignment late or incomplete, you receive partial credit. Weekly assignments will be accepted for partial credit up to one week after the Sunday deadline.

Due dates are clearly listed on the assignments page. Exams and the final paper must be received by the instructor by midnight (student's local time) on the date due. Late exams or papers may have points deducted from their final score unless a late excuse is pre-approved by the instructor. If your assignment will be late and you have an excuse, call or e-mail your instructor well before the due date. Internet travel can be slow at times and the Internet does not always send e-mail messages immediately, so don't wait until the last minute. It should be noted that conflicting work schedules are not an acceptable excuse for missing assignments.

### **Participation**

Weekly discussion questions will be due by the last day of every week (Sunday) and can be found in the weekly learning modules as part of the discussion board, as well as in this syllabus. You should plan to login MINIMUM of three times each week in order to fully participate in the week's discussion.

You are expected to participate fully in each week's discussion, by posting an original narrative entry and responding to at least two other student's posts.

You are expected to write at a collegiate level, using proper grammar and spelling. Read the document entitled “rules for writing” for tips on making your writing great.

Students are encouraged to watch for current events that relate to legal issues in public safety communications and post relevant material on the discussion board in the designated thread.

**Tests, quizzes, and final examination**

Testing can be completed at any time during the week it is posted. The program will not allow you to take the test after the close-out date.

**Make-up exam policy**

Inability to complete assignments on time will result in being assigned the grade earned as of the due date. In most cases this will be a "zero" 0. This program allows students plenty of time to complete assignments. The only exceptions will be personal catastrophic injury or illness, and military or disaster deployment. These must be coordinated with the professor in advance. Students are encouraged to pay attention to the posting of assignments and stay ahead.

**Class procedures**

Once you have completed the weekly reading and have posted your comments or answers to the instructor's questions, enter into the on-line discussions using the COMMUNICATIONS section of the course.

**Class schedule**

<b>Week/Session</b>	<b>Dates</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignments</b>
1	8/21 - 8/30	Introduction to the course Instructor biography Student introductions Course requirements	o Read course outline and syllabus o Read instructor's comments	o Learn to navigate through the course site o <b>QUIZ 1</b> o Complete FEMA IS-100.A Introduction to Incident Command System o Enter on-line discussion
2	8/31 – 9/6	General Concepts Hazards, the nature of disaster, and types of events Overview of response and recovery definitions, operations and goals	<b>Required reading:</b> o TBA o Read Instructor's comments	o Enter on-line discussions o Consider a disaster event for a case study final paper o Journal entry
3	9/7 – 9/13	Actors, roles and responsibilities The DRC Typology Response Myths , exaggerations and realities	<b>Required reading:</b> o TBA o Read Instructor's comments	o Complete FEMA IS-200.A Incident Command System for Single Resource and Initial Action Incidents o Enter on-line discussion o Journal entry
4	9/14 – 9/20	Traditional and professional approaches o Analyzing history Hazard detection and plan implementation o Comprehensive vs Standard operating procedures	<b>Required reading:</b> o TBA o Read Instructor's comments	o Enter on-line discussion o Journal entry

5	9/21 – 9/27	Warning, evacuation and sheltering o Assessing risk o Risk vs Gain o Urgency	<b>Required reading:</b> o TBA o Read Instructor's comments	o Choose a disaster for a case study term paper o Enter on-line discussions o Journal entry
6	9/28– 10/4	Search and rescue, emergency medical care, triage, mass fatalities, PTSD, CISM	<b>Required reading:</b> o TBA o Read Instructor's comments	o Complete FEMA IS-800.B National Response Framework o Enter on-line discussion o Research case study o Journal entry
7	10/5 - 10/11	Media o Methods of public information o Early media release o Privacy vs freedom of information o Importance of PIO Donations and volunteers	<b>Required reading:</b> o TBA o Read Instructor's comments	o Enter on-line discussion o Research case study o Journal entry
8	10/12- 10/18	Mid-Term Exam	<b>Required reading:</b> None	o Complete mid-term exam o Start drafting case study
9	10/19- 10/25	Dispatch o Knowledge of available local, state and federal resources o Monitoring staff and resources o Accountability methods o Incident Records and logs o Federal Reimbursement requirements ICS, EOC o Unified Command o Area Command Authority o Multi-Agency Coordination System NIMS, NRF, NPG	<b>Required reading:</b> o TBA o Read Instructor's comments	o Enter on-line discussion o Journal entry
10	10/26- 11/1	Effects of disasters on individuals, families, businesses and communities o Individual and Public Assistance Approaches to recover o Short and long term recovery o Sustainability, holistic History of federal recovery policies	<b>Required reading:</b> o TBA o Read Instructor's comments	o Complete FEMA IS-630 Introduction to Public Assistance Process o Enter on-line discussion

11	11/2 – 11/8	Damage Assessment, disaster declarations and debris removal	<b>Required reading:</b> o TBA o Read Instructor's comments	o Complete FEMA IS-631 Public Assistance Process o Enter on-line discussion o Research EOC position assignment o Journal entry
12	11/9- 11/15	DAC, DRC, NIPSC and DFOs	<b>Required reading:</b> o TBA o Read Instructor's comments	o Work on case study paper o Journal entry
13	11/16- 11/22	Decision making, politics and blame o Critical operational decisions Communications coordination Using technology o Electronic EM systems Table-top exercise	<b>Required reading:</b> o TBA o Read Instructor's comments	o Participate in virtual table-top exercise o Enter on-line discussion o Work on case study paper o Journal entry
	11/23- 11/29	<b>THANKSGIVING</b>	n/a	n/a
14	12/30– 12/6	Rebuilding, relocation and change Final Review	<b>Required reading:</b> o TBA o Read Instructor's comments	o Enter on-line discussion o Case study final paper due o All journal entries are due (10 total)
15	12/7- 12/13	Final Exam	None.	<b>Final Exam due 12/14/08.</b>
End	12/14- 12/17	Class evaluation	None.	Provide course feedback.

### **Faculty response time**

The instructor's Blackboard e-mail address and discussion board will be checked several times per week including weekends and holidays. There are several students in the class and only one instructor. The instructor will not be replying to each individual post every week but plan on posting some sort of summary/recap at the end of every week and responding to some posts as needed. E-mail that students send to the instructor and everything posted in the "Course Warning Point" will be responded to.

I try and get all of my grading done on Monday. Sometimes life prevents that from happening. I'm a communications manager. To say that "stuff happens" sometimes is probably a bit of an understatement! I make every effort to warn you prior to stuff happening, but some things occur with no notice.

### **Computer competency component**

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments. These exercises/assignments are included in this syllabus.

### **"Gordon Rule" requirements (if applicable)**

### **Grading scale and policy**

Percentage Grade  
 93 – 100 A  
 85 – 92 B  
 78 – 84 C  
 70 – 77 D  
 <70 F

Weekly Assignment Participation .....	10 points
Quizzes.....	10 points
Response & Recovery Journal .....	15 points
FEMA Courses (5) .....	20 points
Mid-Term Exam .....	20 points
Final Exam (Case Study) .....	25 points
<b>Total .....</b>	<b>100 points</b>

All students in this course are required to successfully complete all course work, projects (including a term paper), and examinations.

**Professor’s expectations**

This course consists of 15 on-line sessions. Each weekly session will be posted by 1700 hours on Monday and expected to be finished and submitted by the following Sunday at 1700 hours. Weekly assignments will be located in the LEARNING MODULE area. Each week’s work will relate to multiple course outcomes. Class discussions and submitted work will be sent through the DISCUSSIONS area of the on-line course. You are expected to enter into class discussion threads in the same week that the assignment was posted. Thoughtful entries in the discussion thread should demonstrate an understanding of the question and will stimulate further discussion from instructor(s) and fellow students. Past experience may be used to express a point however this is not a place to tell war stories week after week. Answers, questions and discussion should relate to the course text, instructor comments and real practical use of the topic being discussed. Mid-term and final exams will be based on reading material and class discussion.

Those who participate frequently and actively in class discussion generally do better on the exams. Students are also expected to comment on fellow students entries. Once you have completed the weekly reading and have posted your comments or answers to the instructor's questions, enter into the on-line discussions using the DISCUSSION section of the course. The instructor will read all student posted work. However, may not reply to all comments. Instructors will reply to interesting comments or will make corrections to comments that are wrong and may contradict emergency management standards. The instructors and fellow students may question or disagree with your comments. That is OK. Constructive debates are encouraged. The instructor is expected to mediate the debate and will end the discussions when they get off point. The instructor's comments are designed to stimulate the student’s thoughts.

The emergency management courses will have various types of assignments other than exams. These will consist of FEMA independent study courses, written projects or research papers, journal entries, on-line discussions, and table-top drills. All assignments will have a due date and late assignments will be penalized by a reduction in points. Explanations of these assignments are posted in the ASSIGNMENTS area.

If you don't understand something or have a question, post your question in the designated area of the discussion board. If you do not feel comfortable posting your question, e-mail the instructor immediately. If you are having trouble getting something done, call or e-mail the instructor directly (for this type of issue do not use the posting system). It is the instructor's job to assist you through this course, but the instructor cannot help you if he or she is not aware of your problem. Do not wait until the last minute to ask for help.

There will be point where help may be too late, especially when your negligence has facilitated in getting you behind in course work. Don't be shy. Ask for help when you need it and get the most out of your educational investment.

**Minimum requirements**

All students must maintain an average grade of 70% to pass this course. A grade of at least 70% is required to pass the mid-term examination, the final examination, and the course. The weighted average can be viewed in the Grading Scale and Policy segment of this syllabus.

**Methods of instruction**

Courses will be taught using reading assignments and professor comments posted on-line. Students will also engage in on-line discussions and virtual exercises. Instruction will also be done via instructor feedback on all written assignments.

**Unique requirements of the course**

Student must be able to communicate using electronic media.

<b>COLLEGE POLICIES</b>
-------------------------

**Academic Dishonesty**

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) Cheating on an exam,
- (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed,
- (5) Plagiarism.

Please refer to the Palm Beach Community College Student Handbook for further information.

**Attendance**

Students are required to access the course Web site at least two times per week to check the discussion board and course e-mail regularly.

**Classroom Etiquette and Student Behavior Guidelines**

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

**Disability Support Services**

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors at this location and to submit appropriate documentation prior to receiving services.

**Disability Support Services**

College-Wide Coordinator	Susan Lang	langs@pbcc.edu	868-3375
Belle Glade	John Pierson	piersonj@pbcc.edu	993-1125
Boca Raton	Sue Mills	Millss@pbcc.edu	862-4316
Lake Worth	Jelesia Kirk	kirkj@pbcc.edu	868-3046

**Student Responsibility Policy**

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

**PBCC Websites of Interest**

Home Page	<a href="http://www.pbcc.edu">http://www.pbcc.edu</a>
Advising	<a href="http://www.pbcc.edu/advising.xml">http://www.pbcc.edu/advising.xml</a>
Catalog	<a href="http://www.pbcc.edu/catalog.xml">http://www.pbcc.edu/catalog.xml</a>
Career Center	<a href="http://www.pbcc.edu/career.xml">http://www.pbcc.edu/career.xml</a>
Blackboard Login	<a href="http://epbcc.pbcc.edu">http://epbcc.pbcc.edu</a>
Disability Support Services	<a href="http://www.pbcc.edu/disabilities.xml">http://www.pbcc.edu/disabilities.xml</a>
Distance Learning	<a href="http://www.pbcc.edu/dl.xml">http://www.pbcc.edu/dl.xml</a>
Financial Aid	<a href="http://www.pbcc.edu/financialaid.xml">http://www.pbcc.edu/financialaid.xml</a>
Honors	<a href="http://www.pbcc.edu/honors.xml">http://www.pbcc.edu/honors.xml</a>
Library Learning Resource Center	<a href="http://www.pbcc.edu/library.xml">http://www.pbcc.edu/library.xml</a>
PantherWeb/Registration	<a href="http://www.pbcc.edu/pantherweb.xml">http://www.pbcc.edu/pantherweb.xml</a>
Programs of Study	<a href="http://www.pbcc.edu/programs.xml">http://www.pbcc.edu/programs.xml</a>
SLC/VPI	<a href="http://www.pbcc.edu/slc.xml">http://www.pbcc.edu/slc.xml</a>
Student Services	<a href="http://www.pbcc.edu/studentervices.xml">http://www.pbcc.edu/studentervices.xml</a>
Testing Center	<a href="http://www.pbcc.edu/testing.xml">http://www.pbcc.edu/testing.xml</a>

**Withdrawal Policy**

The last day to withdraw from a College course with a "W" grade is 11/4/09. It is the responsibility of the student to complete and submit the necessary forms to the Registrar's Office. An official withdrawal would entitle the student to a grade of "W" in the course.

**Disclaimer**

Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced.

**GETTING STARTED**

1. Make sure you have all the computer system requirements as listed in the [Computer Requirements](#) section of this syllabus.
2. E-Mail the instructor (maneyb@pbcc.edu) with your name, phone number, and personal e-mail address. If you do not have a personal e-mail address, you can obtain one from <http://www.hotmail.com>, <http://www.yahoo.com>, or from one of the other free mail systems.
3. Obtain course materials. The textbook(s) can be purchased at the PBCC campus bookstore or online at <http://www.efollett.com>.
4. Log onto the course web site at <http://epbcc.pbcc.edu>. Use your [Pantherweb](#) logon information.
5. Once inside the course website, read the "Mandatory Online Orientation" and complete the *Orientation Quiz*.

6. Explore the different parts of the web page. Be sure you print the **syllabus** so that you know what is expected of you during the semester.
  7. Read the instructor's *Welcome* message on the discussion board and post a reply to it introducing yourself to the class.
  8. Begin completing your assignments as listed on the course calendar.
  9. Have fun!
-