

## Appendix 3

### Sample text for tailoring and re-use (eg in Module Guide)

#### The successful online learner

Learning online is a skill that some students feel more comfortable with than others. While it is a more flexible mode of learning, it does require more self-discipline than studying the traditional way of attending lectures and seminars. It does not, however, require less time than a lecture delivered course, and it is important to be aware that reading, researching, online activities and discussion, and collaborative group-work be completed in a timely manner. This does take commitment and here's how to do it best:

The successful online learner in module...is someone who:

- Has a busy schedule but sets aside a specified time for study everyday which is aligned with family and work responsibilities
- Carefully reads the module overview and assignment specifications on day one of the term and asks questions immediately.
- Identifies and practices use of the online tools required for completion of activities
- Plans ahead and prints out the weekly timeline and list of required readings for ease of access regardless of location.
- Carefully follows directions given in assignments and completes them on time.
- Is an active and courteous member of the online discussion board.
- Adheres to the netiquette guidelines (see below) in all online communication to fellow students or to tutor (e-mail, discussions, chat room) which dictate courtesy, tolerance and respect for others.
- Logs on regularly (2-3 times per week) to check for important notices from the tutor on the Noticeboard or participate in online discussions or activities as directed.
- Completes his/her share of work in the group-work activity.
- Does not wait until the last minute to begin an assignment and has read and understands the university's plagiarism policy including the Turnitin®UK student information sheet.