

Course Expectations

Tips for Success

The following expectations will help you be successful in this course. Please carefully review these expectations and follow them.

1. Log into the course several times each week to check the course content, announcements, conversations, and discussions.
2. Keep up with the weekly readings and assignments. Students who keep up with the weekly reading and assignments tend to do much better in an online course than those who do not.
3. Please do not miss an assignment deadline. Refer to the course schedule/calendar to ensure that you submit assignments on time.
4. Remember that academic integrity will be appraised according to the student academic behavior standards outlined in The [Golden Rule of the University of Central Florida's Student Handbook \(http://goldenrule.sdes.ucf.edu\)](http://goldenrule.sdes.ucf.edu).

Communication Protocols

This course uses a complete online mode in its instruction and student learning. Students are required to follow these communication protocols in the course.

1. Students are welcome to contact the instructor any time. The primary method of contact is sending email to the instructor's email address at [wchung@ucf.edu \(mailto:wchung@ucf.edu\)](mailto:wchung@ucf.edu). Other methods of contact include telephone (+1 (407) 882-1300 during most of 8 am - 5 pm U.S. Eastern Time), face-to-face (PII 330 at UCF), and teleconferencing (e.g., Skype and FaceTime).
2. The instructor will try to respond to a student's question within 48 hours after receiving the message.
3. Students are required to following the guidelines for "Conversations" and "Interaction Guidelines" listed below.
4. If group work is assigned, students are required to communicate with all group members to accomplish the group tasks in a timely manner. Contact the instructor early if any member has a concern about their group work.
5. Students should be familiar with the resources listed in the section "Technical Resources" below.

Notifications

Each semester, review your Notification settings to make sure you receive course information in a timely manner. Use this [notification guide \(http://guides.instructure.com/m/4144/l/73162-how-do-i-set-my-notification-preferences\)](http://guides.instructure.com/m/4144/l/73162-how-do-i-set-my-notification-preferences) to make adjustments.

Conversations within webcourses@UCF

The webcourses@UCF (a.k.a. Canvas System) provides an internal messaging tool for all enrolled course participants to communicate with one another. Official messages will be sent through this tool (click the link labeled "Inbox" on the webcourses@UCF site or tap "Messages" in the Canvas mobile app). Make sure that you:

1. Check your messages at least twice per week (more often is better).
2. Be patient. Don't expect an immediate response when you send a message. Generally, two days is considered reasonable amount of time to receive a reply.
3. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom.
4. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
5. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or message).
6. Break up large blocks of text into paragraphs and use a space between paragraphs.

Interaction Guidelines

Use the following conventions when interacting with the instructor and fellow students:

1. While using synchronous tools, such as chat and conferences, be located in a quiet, private environment. This will help you stay clear

of disturbances.

2. Messages may be sent to the instructor or to other course participants, use conversations to send or view messages (click the link labeled "Inbox" on the webcourses@UCF site or tap "Messages" in the Canvas mobile app).
3. Be patient. Don't expect an immediate response when you post to a discussion.
4. Respect each other's ideas, feelings and experience.
5. Be courteous and considerate. It is important to be honest and to express yourself freely, but being considerate of others is just as important and expected online, as it is in the classroom.
6. Explore disagreements and support assertions with data and evidence.
7. Be sure to post discussions in the appropriate discussion topic.
8. Do not use postings such as "I agree," "I don't know either," "Who cares," or "ditto." They do not add to the discussion, take up space on the Discussions, and will not be counted for assignment credit.
9. Avoid posting large blocks of text. If you must, break them into paragraphs and use a space between paragraphs.
10. During a discussion assignment, deadlines for posting to and replying will be specified with each assignment. It is a good practice to always check the discussions tool multiple times during the week.

Viruses and Redundancy

Your use of a reputable anti-virus program is a requirement for participation in this course. You may consider using [AVG](http://free.avg.com/us-en/homepage) (<http://free.avg.com/us-en/homepage>), a free antivirus program, [Malwarebytes](http://www.malwarebytes.org), (<http://www.malwarebytes.org>) an anti-malware program, or another suitable program.

Technical issues can and will happen. These problems do occur and are really inconvenient, however, they are not a valid excuse for failing to get your work in on time. Store and backup your files to minimize the impact of such events.

Technical Resources

- UCF's [Learning Online](http://online.ucf.edu/learn) (<http://online.ucf.edu/learn>) website provides information about support services and resources available for distance learners (e.g., UCF Service Desk, UCF Technology Commons, and campus computer labs).
- [Online@UCF Support](http://online.ucf.edu/support/) (<http://online.ucf.edu/support/>) provides technical support for students taking online courses at UCF.
- [Knights Online](http://online.ucf.edu/learn-online/knights-online/): (<http://online.ucf.edu/learn-online/knights-online/>) Resources specific for online students including Webcourses@UCF tutorials.
- [R-Studio Desktop version](https://www.rstudio.com/products/rstudio/download/) (<https://www.rstudio.com/products/rstudio/download/>): You may download a suitable version of R-studio from the website.
- [WEKA download site](https://sourceforge.net/projects/weka/) (<https://sourceforge.net/projects/weka/>): The software implements a collection of machine learning algorithms for solving real-world data mining problems.