

HOW TO SUCCEED IN THIS COURSE

1. Read every file in the **Read Me First** folder
2. Communicate with the instructor when you have questions, at rebecca.dodge@msutexas.edu . I request that you reference, in the subject line, the course prefix, as well as the week of your inquiry and the area (e.g. “ENSC week five discussion assignments” or “ENSC week seven lecture quiz”). This will allow me to identify your needs quickly and respond in a timely manner.
3. **Unless the questions are about D2I. Please use these links:**

[Login Instructions](#)

[Distance Education »MSU Texas »](#)

[Online Problem Reporting System](#)

4. Purchase or rent – and read – the textbook.
5. Recognize the range of assignments described in the Course Syllabus.
6. Understand the **Course and Lab Schedules**
7. Set aside specific time to engage with and complete the course and laboratory assignments.
 - a. There are typically three assignments due each week of this class. You need to keep up with your schedule carefully. These assignments close (become inaccessible) after 11:55 pm on the due date. Do not wait until the due date to get started on any given assignment. **This is especially true of the Lab assignments.** This is all spelled out in more detail in the “How to succeed in the Lab” document.
8. Take the Discussions seriously. They account for ~18% of your final grade. You cannot see anyone else’s post until you have posted yours. When you look at others and see that yours falls short of a good effort, you can add to your post. You can also bolster your grade by responding to others’ postings thoughtfully, adequately, and with good netiquette.
9. Make good, and early, use of the test reviews. Start using them with the first lecture and fill out the answers as you go. Have that review ready to study from before you take each weekly quiz and the test. Reviews, quizzes, and tests are connected **very** closely in content.
10. **Follow directions. Submit materials to the correct dropbox when required, and follow the file naming convention: Your last name_assignment name**
11. Accept that you will need to spend an amount of time on this online course that is equivalent to the time you would spend on a face-to-face course with a lab. **That should translate to at least eight hours a week for a laboratory course like this.**
12. **Remember rules 2 and 9**