

## Worldwide Student Responsibilities

Welcome to Embry-Riddle Aeronautical University – Worldwide. Taking a class online offers you a significant amount of flexibility to manage your studies. However, inherent in this flexibility are certain core responsibilities.

You and your Instructor have the same goal: for you to succeed in this course. In order to help you accomplish this goal, the following responsibilities outline the expectations of an online student.

### Learning Expectations

- An online course is **not a self-paced course**, but requires weekly interaction with the class and the instructor, per the requirements of the syllabus and schedule. You may not work ahead without express permission from your instructor. Permission is granted only in extreme circumstances, such as a short-notice TDY or medical/family emergency resulting in a loss of internet connectivity.
- You can expect to spend as much time each week on an online course and its assignments as you do on a traditional classroom-based course (a minimum of **10- 15** hours per week).
- It is your responsibility to read the syllabus and other information provided by the instructor, and to follow the instructions contained therein. Feel free to ask questions when something is not clear.
- If you fail to submit an assignment on time, the instructor has the option of not accepting the late work, or accepting the late work with a downgrade penalty.
- Extensions/Incompletes are not a right, but a **rare** exception that is granted only in the most extraordinary situations.
- If, for any reason, you feel you are at risk of falling behind in your work (illness, accident, temporary duty), contact the instructor immediately. It is difficult to “play catch up.”
- Scoring details for an assignment serve as a guide for students to understand how all students performed on that assignment. However, there are several pieces of information that must be considered when reviewing the scoring details. The mean score, along with the high and low scores, are based only upon the assignments that have been graded. If your instructor is still in the process of grading that assignment, these numbers will change as more assignments are graded. The mean score also calculates any grade of zero assigned to a student’s submission, including a student who did not submit that particular assignment. If numerous students did not submit that particular assignment, the mean score will be lower. It is best to focus on the individualized feedback your instructor has provided on your assignment to understand why any points were deducted and how you can improve on your future submissions.

### Privacy and Accessibility Policy

Embry-Riddle uses Canvas as the Learning Management System. Please review Canvas’ [privacy policy](#) and [accessibility policy](#).

## Interaction Expectations

- All courses will make use of discussion forums. The Discussions area of your course is where you will participate in class discussions.
  - You and your Instructor are members of a learning community. As in a traditional classroom, use courtesy and consideration when participating in an online discussion. While it is important to have an honest exchange of ideas, it is also important that it be done in the context of mutual respect.
  - Online discussions do not have the same cues for meaning as face-to-face or verbal communication. Without tone of voice, eye contact, and body language to help us convey our message, humor and sarcasm can be easily misconstrued, and something that was intended to be funny or harmless can unintentionally insult the recipient. The potential for real misunderstanding is great.
  - Discussion activities are no different from other course requirements described in the syllabus. You are expected to check the Discussions area several times a week, post in the appropriate forum, and meet the assignment deadlines. Instructors have the right to penalize you for making all your posts at the end of a module week. Please contact your instructor immediately if you are unable to meet this requirement.
  - Regular and meaningful discussion postings are part of your final grade. Use appropriate subject headings on your posts. Some assignments may specify a particular subject heading.
  - When composing a discussion post or an email, take a moment to read it over again before sending, because once you send it, you cannot get it back. Discussion posts cannot be edited or deleted.
  - Your spelling, grammar, and vocabulary are important in getting your message across. Remember that typing in all capital letters is considered shouting. You should be professional in all course writing.
  - Avoid postings such as "I agree," "I don't know either," "Who cares," or "ditto." They do not add to the discussion and are not considered meaningful contributions.
  - Avoid posting large blocks of text. If you do have a longer posting, for better readability, break the post into paragraphs and use a line break between paragraphs.
- E-mail should be sent and received from your Embry-Riddle "my.erau.edu" mail account within Canvas.
  - When sending a personal message to the Instructor or another student, use the e-mail feature within your Canvas course. Do not post personal messages in discussion forums.
  - Be patient. Do not expect an immediate response. If you have not received a reply within 48 hours, it is generally okay to follow up.
- As with discussion posts, exercise respect and consideration in all e-mail correspondence.

## Technical Expectations

In order to succeed in an online course, you will need to have a basic understanding of computer and Internet skills, such as:

- Knowledge of terminology (i.e., web browser, file upload/download, computer login, etc.)
- Knowledge of basic computer software and hardware
- Ability to successfully execute computer operations, including:
  - Using keyboard and mouse (or equivalent assistive devices)

- Managing files and folders (which includes saving, naming, copying, backing up, renaming, deleting, sending, and checking properties)
- Software installation, security, and virus protection
- Using software applications, such as word-processing, spreadsheets, and presentation slides
- Working knowledge of copying and pasting, spell-checking, and saving files in different formats
- Internet skills, including:
  - Ability to connect, access, and use web browsers
  - Ability to conduct research using various search engines and library databases
  - Ability to utilize online communication tools, such as email, chats, and messengers.
- Embry-Riddle makes extensive use of streaming and downloadable audio and video media. **It is your responsibility to ensure that you have adequate network access and the ability to download and install appropriate players and viewers.**

## Technical Requirements & IT Support

- It is your responsibility to ensure that your computer system meets the required technical specifications for both ERAU and this course. For more information, see: [Computer Requirements](#).
- Use antivirus software to ensure that your system remains free of all viruses. Infected attachments that cannot be read, or that negatively impact others, may result in a grade penalty.
- Back up your files on a regular basis. Plan for contingencies when scheduling your work. While a hard-drive crash, a modem problem, or software incompatibility are real issues, they are not valid excuses for missed or late assignments.
  - If you have any technical questions or concerns, contact IT Support.
    - Phone: Toll free, 866-227-8325, 24 hours a day, 7 days a week.
    - [Live Chat with IT Support](#).

## ChatGPT and Artificial Intelligence

The use of ChatGPT and other Artificial Intelligence (AI) tools in an educational setting must be guided by ethical principles and academic integrity. Students and faculty may use these tools for research support or aids to enhance their learning and scholarship but should not rely solely on them to produce original work. The University recognizes the potential benefits of AI but acknowledges the potential risks, such as creating unauthentic, inaccurate, biased, or harmful content. Faculty should inform their students of AI tools' potential benefits and risks. Students should follow best practices to ensure authentic scholastic accomplishment and academic integrity, including avoiding plagiarism or machine ghostwriting. Ultimately, the University upholds the importance of intellectual honesty and ethical research practices and expects the ERAU community to act in accordance with these principles when using AI tools.