Welcome to LMTECH 100, College Research Skills. I am Ron Karlin, your instructor.

This course is 100% online. We will not be meeting face-to-face at all. The course will be available to you on the first day of the semester.

Note: since there are no in-person meetings your participation in the discussion board and your completion of the assignments are the only indications of whether or not you are involved in the class. If you do not take the first quiz and complete the first exercise you will be dropped from the class.

There is a significant amount of materials to cover in the course, so it is important that you start the course on time and be consistently engaged. We are using Blackboard 9 as the course management system for this course. If you need a refresher on the use of Blackboard 9 please review the information at: http://ondemand.blackboard.com/students.htm

**REQUIRED READING:** You will not need a textbook. The assigned readings for the class will serve as your textbook and it is highly important that you read this assigned material.

**EMAIL AND CONTACT INFORMATION:** All students are assigned a COC MyCanyons email address. This address is automatically imported into Blackboard. I communicate with students primarily through announcements and email through Blackboard; please get in the habit of checking you’re MyCanyons email.

**TECHNICAL ISSUES:** You are not required to own a computer to take this class, but you must have access to the Internet. There are a number of computer labs on campus as well as local public libraries that provide access to the Internet. It is highly important that you contact me if there is going to be an issue accessing the Internet at any point in the class.

Thank you and I wish you all the best of luck this semester

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