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

This course is 100% online. There will be no face-to-face meetings. The course will be available to you on Blackboard the first day that the class is scheduled to begin.

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 complete all of the assigned work on time and are consistently engaged on the communication of the discussion boards.

The course is taught using Blackboard 9 as the course management system. It is essential that you understand how Blackboard works. Being an online student presents a unique set of responsibilities and you are advised to get a sense of this before the class begins. It is highly encouraged that you view 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 essential that you read this assigned materials.

**EMAIL AND CONTACT INFORMATION:** All students are assigned a COC MyCanyons email address. This address is automatically imported into Blackboard. I will communicate with students primarily through announcements and email through Blackboard; please get into the habit of checking the course page for announcements and your MyCanyons email on a daily basis.

**TECHNICAL ISSUES:** You are not required to own a computer to take this class, but you must be able to have access to the Internet. There are a number of computer labs on campus as well as local public libraries that provide Internet access. 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

Ron Karlin

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