Online Course Agreement

University of Maryland Dental School

Individuals registering for hybrid (combination of face-to-face and online) courses must understand the parameters and constraints of this non-traditional learning format. This hybrid course agreement sets forth parameters in an effort to make expectations clear. Please thoroughly read this document and sign and date on the signature page indicating that you have read and understand the student’s responsibility in agreeing to hybrid course participation.

This signed document covers all courses of study for the current academic year for which you are enrolled. Reference to this document is available on the dental school’s website, Dental Student Policies and you are encouraged to keep a copy of this agreement and to contact the Office of Academic Affairs should you have any questions.

**Course access:** You are responsible for having consistent access to a computer with an Internet connection that utilizes Internet Explorer. This will enable you to access courses through Blackboard the course management system supported by the Dental School.

**Server Maintenance:** Access to the Blackboard courses will remain relatively constant throughout the duration of the course. Please note that the server that houses UMB’s online courses has varied scheduled maintenance times typically during low usage, e.g. 3am, and courses may be unavailable during this time. Significant scheduled maintenance activities are electronically posted by the campus IT administrators and available to all Blackboard users well in advance of the scheduled dates.

**Communication:** The primary method for communicating online should be through the Blackboard course site, however, when you have an urgent/private issue that needs to be discussed, you should e-mail your course coordinator directly or schedule an appointment during office hours.

**Academic Dishonesty:** Cheating, plagiarism, violating copyright laws and other acts of academic dishonesty are held as serious offenses and can result in dismissal from the program.

Instructors have the responsibility to report any such incidents in writing to the Professional Conduct Committee (Judicial Board). Additionally, students have the responsibility to report such incidents to the Professional Conduct Committee. Serious penalties may be imposed which, depending on the nature of the incident, could include loss of course points, failure of the course, permanent expulsion from the class, program or college or other action deemed appropriate by the Professional Conduct Committee.
Each student enrolled in the Dental School is expected to have reviewed the Judicial Policy, available electronically on the dental school’s website at: Student Judicial Policy. Each examination is governed by the same Judicial Policy and includes a statement indicating that each student submitting an examination agrees to uphold this policy.

**Confidentiality:** All student work and grades will be confidential. As with any computer based system, there is the possibility of an individual hacking into the system and confidential information being obtained. UMB maintains every effort to prevent this from happening. If you have any concerns about computer hacking, contact the Dental School’s information technology help desk at 410-706-2084 or dshelp@umaryland.edu. If you suspect that your personal computer or files have been compromised and/or information stolen or altered, you should contact your course coordinator ASAP to file a formal incident report. It is your responsibility to reproduce any work required for the course.

**Ethical Behavior:** Students are expected to operate within the ethical boundaries of their chosen profession. All electronic communication with other classmates and the instructor must be conducted without profanity, bias or discrimination. All coursework must be conducted and turned in by the individual registered for the course. All work submitted must be original work.

**Online Examination Policy:**

Regardless of the format, each examination is governed by the Judicial Policy stated above and the sanctions for breaking such policy. Each online examination includes a statement indicating that each student submitting an examination agrees to uphold this policy.

Each examination is scheduled to begin at the specific time indicated by the course coordinator. Specific start times are applicable to all students scheduled to take examinations regardless of whether the exam is an online or paper and regardless of whether the student is on-site or off-site. Presenting late to scheduled examinations distracts other test takers, inconveniences proctors who are scheduled in advance for each testing situation and compromises the security of exam taking conditions.

For fairness and consideration to all on-site and off-site students and proctors, a 15 minute leeway time is the MAXIMUM allowable time provided for a student to present for an examination and begin taking their exam. Students must check in at the scheduled start time for their exam. At the discretion of the course coordinator, students arriving at an examination beyond 15 minutes after the scheduled start time may not be allowed to sit for the scheduled exam. The course coordinator will decide the outcome of a student missing an exam which may include, but is not limited to, receiving a zero for the examination and academic counseling with both faculty and administrators of the Dental School.
Conduct During Examinations:

- For all exams, students must bring their UMB One Card (student ID) and have their ID visibly displayed.
- Students will enter the examination room and be seated by filling the rows from the front of the room to the back.
- Students may not leave the examination room once it begins without permission of the course director or the proctor unless they have completed the exam.
- No food or beverages are allowed in the examination room.
- Students must refrain from talking once the examination begins.
- Activity in examination rooms will be recorded via video cameras.
- No electronic or hand-held devices are permitted. Examples include: smartphones and other mobile phones (even if they are turned off), tablets, cameras, USB devices, PDAs, CDs, personal music players, etc.
- All book bags, hats (except religious), electronic devices, books, pens, and papers should be placed in students’ personal lockers prior to entering the examination room. If these personal items are brought into the examination room, they will be required to be placed in the front of the room.

Time Commitment: Students are expected to spend at least 4 hours per credit hour per week on their courses. Online learning requires a great deal of self-discipline and time-management skills. Though the courses are conducted online, they are scheduled to take place during a specific day(s) and time(s) of the week. Course time that is synchronous (everyone online at the same time) will be scheduled during the course’s designated weekly time (chats, virtual classroom). The recommendation is that course work also be completed during the course’s weekly designated time. In addition, there will be scheduled, proctored exams (that occur during designated class times), and there may be other scheduled ‘live’ sessions.

Technical Support: When a technical problem occurs it the student’s responsibility to contact the help desk at 410-706-2084 or dshelp@umaryland.edu. If technical problems prevent a student from being able to submit their assignment electronically, they should send an email to the course director to explain the difficulty ASAP. If students cannot use email, they should call the course director to explain the difficulty. If students reach the course director’s voicemail, they should leave a message explaining the difficulty and a phone contact where they can be reached.

Class Announcements: General announcements or changes to the course will be listed under the Announcements of BB. You should use the discussion board to post questions to your classmates and/or the course coordinator as you progress through the course. Specific discussion boards may be designated for student to student use and for student to faculty use.

Course Syllabus & Requirements: It is your responsibility to read and understand the content included in each course syllabus and/or manual, and all other course related materials. Should you need clarification, contact your course coordinator. Refer to your
course syllabi for specific details relating to instructor feedback and grading, communication requirements, exact course credit hours, and for each course’s scheduled weekly day and time.
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I have read this Online Agreement pertaining to my course of study for this school year, understand and accept this policy and agree to uphold the student’s responsibility in registering and participating in online courses.

____________________________________  __________________
Signed                                      Date

____________________________________
Print Name

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