



ONLINE STUDENT GUIDE

2022-2023

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Welcome

At Touro College, we offer many courses in a high-quality, engaging online format.

This online student guide is designed to help you succeed in your online courses. It contains questions you should ask before taking an online course to decide if you can effectively manage the independent work required to succeed in online education.

This guide also includes general administrative policies and procedures, and the benefits of being an online student.

There are also other resources available through the Canvas helpdesk which you can access through your Canvas course and the Touro online helpdesk which is now available Monday - Thursday: 8:30am EST - 5:30pm EST, Friday: 8:30am - 3:00pm EST, at help.touro.edu or 844-435-2161.

For any questions or concerns regarding your online course, or if you'd like more information about our courses please contact:

Lea (Friedman) Abberbock
Program Manager, Online Education
Phone: (646) 565-6000 EXT. 55045
Email: Lea.Friedman3@touro.edu

Rivkah Tyler
Program Management Associate
Phone: (646) 565-6000 EXT. 55045
Email: Rebecca.Tyler2@touro.edu

Wishing you success in your online academic experience.



Dr. Marian Stoltz-Loike
Vice President, Online Education



Dean Marian Stoltz-Loike



Lea Abberbock, Program Manager



Rivkah Tyler, Program Management Associate



What is an Online Class?

Online courses at Touro do **not** require students to attend classes on campus; instruction and assignments are completed online. Online courses may be synchronous or asynchronous.

Synchronous courses require students to participate in learning activities at the same time. Many of you have now had experience with Zoom-enabled synchronous courses because of the Covid-19 pandemic.

Asynchronous courses are more flexible; students can work at their own pace, but they must complete all learning activities before the end of each module. All of Touro's undergraduate online courses conducted through Touro College Online are asynchronous. A list of courses and course dates for each semester can be found on each school's website at <http://www.touro.edu/schools>.

Student Eligibility*

To take an online course, a student:

- may not have lower than a 3.0 ("B") average
- may not be on academic probation
- may not be enrolled in an Associate's degree program

Note: A student at Touro may not take more than two online courses per semester.

Non-Touro students must apply as non-matriculated students to take online courses.



*** Different circumstances may apply during the Covid-19 Pandemic.
Please reach out to an advisor at your respective campus.**

Are You Ready for an Online Course?



Minimum Technical Requirements

Each undergraduate student enrolled in an online course is required to have the following technical resources:

- PC with Windows 10 or higher
- Macintosh with OS 10.12 or higher
- Intel Core i5 or higher
- 250 GB Hard Drive
- 8 GB RAM
- The latest version of Chrome, Firefox or Edge; Mac users may use Chrome, Firefox, or Safari
- High-speed internet connection
- Webcam
- Speakers (either internal or external) or headphones
- Word processing software (e.g., Microsoft Word)
- The ability to download and install free software applications and plug-ins (note: you must have administrator access to install applications and plug-ins)

Is Online Learning for You?

Do you work well in a less-structured learning environment? Are you comfortable with an instructor not being in a classroom with you?

Consider how you learn best. If you learn by listening to lectures AND participating in live classroom discussions, online courses may present a greater challenge for you.

Are you self-motivated and self-disciplined?

You will need a quiet environment to do your work and have the self-discipline to avoid the many distractions at home. Online courses require a significant time investment. Online courses require about 6 - 9 hours per week for a 3-credit course to complete all learning activities.

Do you have the computer skills necessary to comfortably navigate an online classroom? (See requirements in technology section above.)

To be successful in an online course, you must be comfortable using technology. This means so much more than being able to navigate the Internet – you should have good word processing skills, be able to upload, download, and save files, as well as be able to send and receive emails. At Touro, students have access to Office 365. You can download the Office Suite applications (Word, PowerPoint, Excel) on up to five devices for FREE. Check out the TouroOne portal for more information.

Are you adept at communicating your thoughts and ideas in an online setting?

Online courses require students to participate in asynchronous discussions and share their knowledge and input with other students. Assignments will be text-based and also use multi-media material.



Getting Started

Registration

1. You can register online for your online course(s) as you would for the classroom courses you are taking within your division at Touro. Use the course code listed in the course offerings online.
2. For online Business courses, students are strongly encouraged to take the introductory course in their major in person or in a Zoom-enabled synchronous course.

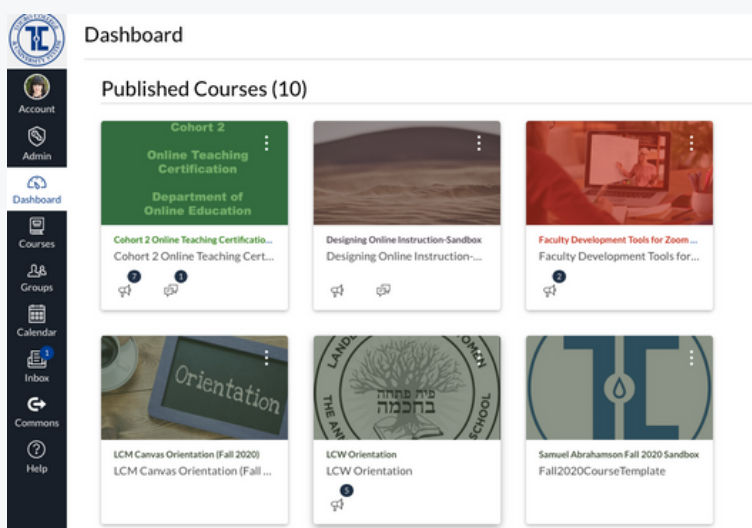
Canvas

All courses are administered through Canvas, Touro College's Learning Management System (LMS). Canvas can be accessed through the [TouroOne Portal](#)*.

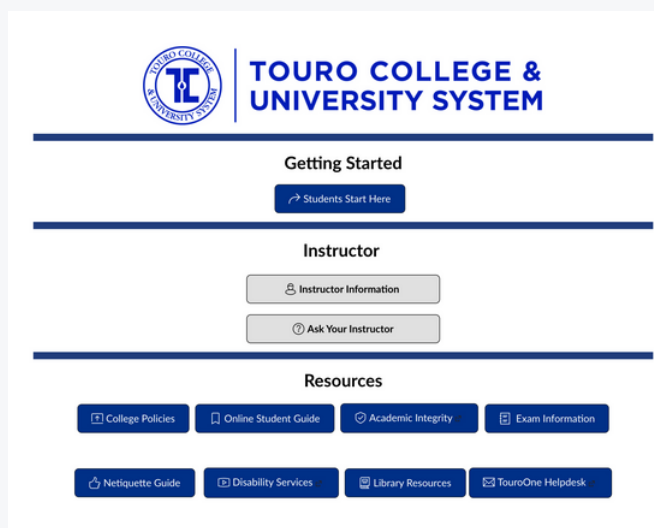
Your Canvas account will automatically link to your registered courses. Once you are registered, your **first step** is to view your courses by logging into Canvas and selecting your courses from your Canvas Dashboard.

Take steps to familiarize yourself with Canvas before the beginning of the semester so that you can have your questions about using Canvas answered before your course begins. You can access help directly from Canvas by clicking the Help Icon in Canvas, as well as reviewing the [Canvas student guides](#)*. This website outlines every aspect of a Canvas course. It explains general skills and course navigation.

Students who are new to Canvas are encouraged to complete the [Touro Orientation to Online Learning](#)*.

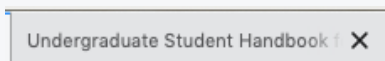


The Touro Canvas Dashboard



The Touro Course Home Page in Canvas

* Clicking on the link will take you out of the handbook but the handbook tab will remain open in your browser at the top of the page.



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Course Information



Course Work and Learning Activities

Students are expected to complete the work by the dates specified in the course schedule. You can find your instructor's policy regarding late submissions in the course syllabus. Asynchronous online courses have software in place to ensure academic integrity, students should be prepared to use these programs which may include Turnitin, Honorlock, etc.

Exams

In addition to weekly learning activities, online courses often include a midterm and a final exam. Students are informed about exam dates and times in the course syllabus or announcements section of the course before the start of the semester. Exams must be taken on the scheduled date and time.

Midterm Exams

Midterms are scheduled by faculty members and may be administered via an online proctoring company. Faculty members will inform students regarding the midterm in their course syllabus or via the announcements section of the course.

Final Exams

Final exams are administered online through an online proctoring service and require the use of a desktop or a laptop along with either an integrated or external microphone and webcam. The cost for final exams are included with registration fees for each online course. More information about online testing can be found in the Canvas course once you are registered.

Final exam dates are announced at the start of your semester. If there are extenuating circumstances that conflict with the date your exam is scheduled, students are advised to reach out to the professor as early as possible. These requests will be reviewed on a case by case basis.





Tips for Being a Successful Online Learner

Learning Responsibilities

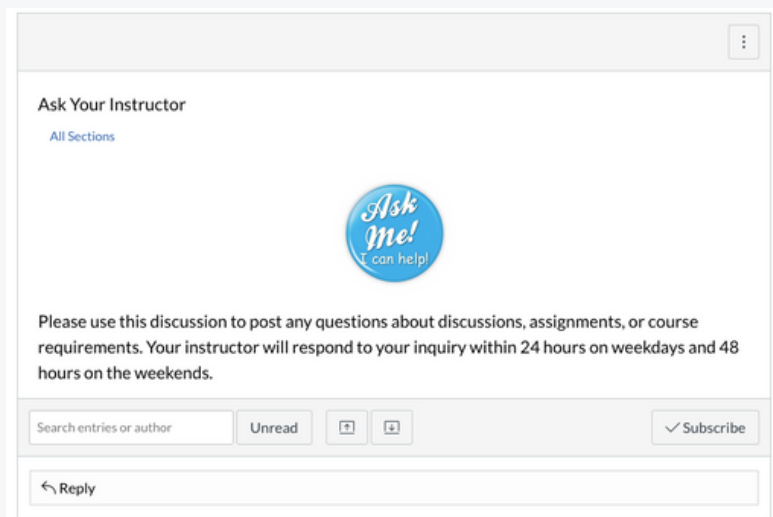
The faculty, staff, and administration of Touro College strive to provide a positive, enriching academic environment for each student. It is the student's responsibility to:

- Read the course syllabus and any other documents related to the course and be aware of any and all instructor policies.
- Meet course schedules and deadlines.
- Submit all learning activities through Canvas.
- Ask questions. If you don't understand the instructions, assignments or learning materials, it is your responsibility to ask for help.

Faculty Information

An Instructor Information page is included on the Home Page of every Canvas course. There, you will find the instructor's contact information. Course-related questions can be posted in the Ask Your Instructor Discussion Board. If you have other questions, contact your instructor in a timely manner. All emails must be sent using a Touro student email address. Student emails can be accessed through the TouroOne Portal at <https://mytouro.touro.edu/>.

During the work week, instructors are expected to respond to emails within 24 hours and within 48 hours on weekends and holidays.



The Ask Your Instructor Discussion Board in Canvas

Resources and Support



Library Services

Touro Libraries has 13 NYC locations to serve our various campuses, but most resources and services are available online from any computer. This includes over 120 general and subject-specific databases providing access to newspaper, magazine, and academic journal articles, plus over 300,000 ebooks and several collections of streaming educational video. Access is available by setting up an off-campus username and password on the library website, www.tourolib.org.

For those interested in learning more about research best practices, a free Library Research 101 tutorial is available through Canvas, as well as a 2.0 credit course, GLL 105 Introduction to Information Literacy & Research Skills. For quick help, the library has a collection of short video tutorials. Librarians are also available to provide personal help via chat, email, or phone.



Technical Support

As with any network or software, you may, at some point, have a technical problem when using Canvas. For any questions regarding Canvas, contact the Student Canvas Helpline at **1-833-255-9715**.

You can visit the Touro Help Center at <https://help.touro.edu>. The website has a Canvas FAQ section for students. You can go to this site for help with Canvas, the Portal, email or general information (such as registration, academic calendars, or to report outages or critical technical issues). If you are unable to find what you need, you can also use the website to ask for one-on-one technical support. Or for assistance, you can reach them by phone at **1-844-435-2161**. Representatives are available from 8 AM to 1 AM .

Selected College Policies



Statement on Academic Integrity

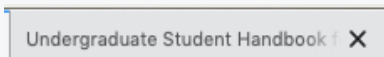
Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning, and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work, and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers the scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity. The Touro College and University System's policy on academic integrity is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. To view the complete [Academic Integrity Statement*](#), see "College Policies" in your Canvas course.



* Clicking on the link will take you out of the handbook but the handbook tab will remain open in your browser at the top of the page.



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Selected College Policies

Student Identity Verification Procedures

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Touro College has established and will periodically evaluate its process to confirm that a person who is enrolling in the College is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Touro College will use one or more of the following methods for verification:

- A secure login with username and password
- Proctored examinations (on-site or at a distance)
- New or emerging technologies and practices that are effective in verifying student identification
- Comparison of student work with previously assigned work or plagiarism data-bases

For the complete Policy regarding Student Identity Verification, please see the College Policies section of your Canvas course.

Students With Disabilities

Reasonable accommodations are provided to eligible student with documented disabilities. Students with documented disabilities must contact the Office for Disability Services in order to avail themselves of such services. For more information, please contact:

Dr. Joel Dickstein
Director of Disabilities Services
1602 Avenue J Room 405
718-252-7800 ext. 59273
joel.dickstein@touro.edu

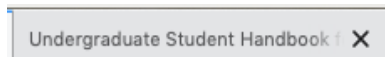
Netiquette

[Online Education 7 Rules of Netiquette*](#)

Other Undergraduate Policies and Details

[Undergraduate Student Handbook*](#)
[NYSCAS Catalog*](#)

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