HOW TO SUCCEED IN A HYBRID COURSE

Tips for Success

Most hybrid courses use discussion forums to engage and sustain a community of active learners outside of the classroom. These tips focus on best practices when contributing to discussion forums.

- **Time Management is key** – Plan your week and know when you are going to do your work for your hybrid class. Hybrid courses don’t follow the same schedule as a traditional course, and you need to find what works for you. It is recommended that you schedule your time in advance each week to login and do course work for at least 2-3 hours. This will help keep you from falling behind.

- **Check the discussion on a regular basis** – You should plan to login to your course Website several times a week, not just once or twice.

- **Be sure you understand the assignment** – It is very easy to overlook something in an outline assignment.

- **If you are posting to a discussion forum** - Read any earlier postings first to find out if you are on track, and to find out what others have said. It is not cheating to learn from others’ insights!

- **Make sure you “Reply” to the correct post** – If you are responding to someone else’s posting, make sure that you hit the “Reply” button so that the response will be linked by discussion thread to the original posting. Also make sure that the “Subject” header of your posting is the same as the actual content of your response. If it is not, the discussion may have wandered off topic or your response may be inappropriate.

- **It is typically a good idea to address the person you are responding to by name** – Respond just as if you were speaking to him/her face-to-face. It is also a good idea to sign your posting. This will make your online discussion more personal and remind you to be polite!

- **It is okay to disagree with someone** – If you have good reason for doing so, it is okay to disagree with someone. Remember that people are perfectly entitled to debate both sides of a course idea or topic, and that reasoned argument is an important part of a college education. Your response should never ever attack someone personally. You can disagree with someone, and they with you, while still remaining respectful.

- **High quality and concise posts** – It is always safer to write your posting first using your local work processor, and save it as a separate file to your local computer. That way you can never lose your work, and you can use tools like spell check. Also try using short concise paragraphs to make your point – it makes it easier to read.

- **No SHOUTING!** – Capitalize words only to highlight a point or for title.

- **Use care when interacting online** - You do not have the ability to gauge a person’s reaction or feelings as you do in a face-to-face conversation. In particular, humor should always be very carefully and, where needed, labeled as such.

- **Identify your sources** – If your use quotes or references, identify them. Your work must always be distinctively your own writing, unless you have indicated otherwise.

**Links for more information:**
Are hybrids for me?
http://www4uwm.edu/ltc/hybridstudent_resources/for_me.cfm

Tips for success (This is directed at 100% online students, but tips still apply) http://
http://www4.uwm.edu/ltc/hybridstudent_resources/tips.cfm

(Modified from Univ. of Milwaukee – http://www4uwm.edu/ltc/hybrid/student_resources/tips.cfm)