



Weekly Routine and Study Habits

Weekly Routine

All courses follow a common order and structure. The first week is orientation. Weekly units of theological content (lecture, readings, and assignments) follow. Each week you should:

- Go the **Course Content** and familiarize yourself with the current unit's material. View videos or read the required lecture and any additional readings. Most courses include optional supplemental readings to encourage further study.
- Post in **Forums** conversations. To successfully complete the course, you should make a minimum of two posts per week. Posts may include:
 - Responding to each unit's assignment question
 - Responding to reflection or discussion questions
 - starting a new conversation with your own question or comments from the required content
 - Responding to other participants' posts
- Submit a response to weekly required assignment questions on Forums. Responses are about 250 words or half a page.
- Attend one 1-hour live, facilitated chat session with class for each unit. If you cannot attend a chat session, you can still meet the participation requirement by reading the chat transcript posted in Forums and then posting your own comments regarding two questions or topics that came up during the chat.
- Log into the course every day or two so you can keep up to date with any new messages.

The Study Habits

The key to becoming an effective online student is learning how to study smarter, not harder.

- Know the weekly tasks. Each unit has required reading, chat sessions, and written assignments to complete.
- Plan when you are going to complete your tasks. Plan 1-2 hours for readings/viewing, 1 hour for chat, and 1 hour for written assignments.
- Find a good location in which to work. Make sure it is free from distractions. Limit your use of email, phone, and other communications tools so you can stay focused.
- Set a goal for each work session.
- Record notes that help you remember what you read or hear in course materials and chats. Review your notes before starting an assignment.
- Ask questions if you do not understand. The facilitator and other students can help clarify anything that is confusing.
- Engage with in Forums and chats. You will make friends and new contacts and learn from them. Read what others have written and share your thoughts.
- The more you invest in a course, the more you will gain from it.
- Plan to log in to the course website at least every other day to review new communications. It will be easier to keep up with the course and you will benefit more the more frequently you are able to participate regularly.
- Take a break and take care of yourself. Using leisure time well often allows you to gain more from time spent working.