DISTANCE LEARNING QUESTIONNAIRE

Technical Skills & Requirements Section

Student Name: _____ **Date:** _____

Last 4 SSN
(or Passport #) _____

I am an: _____ On-ground student _____ Online student

Technical Minimum Requirements for the MBA Program:

The computer equipment utilized to access our hybrid or online program must meet the minimum requirements below. Note that the minimum computer and software requirements may evolve during a student's course of studies, in particular as third-party vendors discontinue support for older versions of the product.

Minimum Hardware and Operating System

1. Intel Core i3-3xxx or greater.
2. 4GB RAM or more & 20GB of free hard drive space or more.
3. If running Windows, Windows 10 or greater.
4. If running OSX, OSX 10.10 or greater.
5. Webcam, Sound card, Microphone & Speakers set up on your computer, or a smartphone or tablet that has video and sound recording capabilities
6. USB Flash Drive: Minimum Storage of 8GB recommended

Software

1. Internet Browser: Google Chrome, Internet Explorer, or Firefox with Adobe Flash Player with most current update .
2. Microsoft Office 2010 or higher: Word, Excel, PowerPoint (or equivalent such Mac iWork), rtf.
3. Current version of Adobe Reader
4. USB Flash Drive: Strongly recommended (1 GB+)
5. Video Media Player (such as Windows Media Player or QuickTime Player (or equivalent), which are available free of charge from the manufacturers

Internet Connection

1. A reliable broadband Internet connection, either cable or DSL of at least 5Mbps download speed (constant) for adequate audio video quality.
2. An email address that will accept all emails, including attachments, from the domain name CIAM.edu.

*Note: Students are presumed to receive the messages sent to designated email addresses. It is the responsibility of the student to ensure that messages from CIAM are not blocked and that the mailbox is not too full to receive messages.

Additional knowledge required:

Not limited to:
1. File compression
2. Use of Cloud Sharing Services (such as drop box)

Please note: *CIAM's IT Support Team is not available to offer guidance or technical support concerning the use of microphones or webcams. Students should understand how to operate the built-in features and/or external equipment prior to using them in the online learning environment.*

I meet the technical minimum requirements and basic skills described above for our MBA program

_____   _____
Student Signature   Date

| Office Use Only |
| Reviewed by_____ |
| Date: _____ |

Distance Learning Section

Are ONLINE/HYBRID COURSES for ME? Take this quick questionnaire to find out!
Please score yourself, and review the "scoring information" on page 3 for more instructions.

Student Name: _____ My Score: _____

1. What this course means to me:

     a. I need it immediately for degree, job, or other important reason
     b. I could take it on campus later or substitute another course.
     c. It's a personal interest that could be postponed

2. How important is it to me to be "part of the class":

     a. Not important   b. Somewhat important   c. Very important

3. Am I someone who:

     a. Often gets things done ahead of time
     b. Needs some reminding to get things done on time
     c. Usually puts things off until the last minute

4. How important is Classroom discussion to me:

     a. Is not necessary for me to understand what I have read
     b. Sometimes helpful   c. Almost always helpful

5. I prefer:

     a. Figuring out homework instructions on my own
     b. Following the homework instructions, and then asking for help if needed
     c. Having the homework instructions explained to me

6. I feel that an instructor should provide homework feedback:

     a. Within a few days, so I can review what I did
     b. Within a few hours, or I forget what I did
     c. Right away, or I get frustrated

7. How much time do I have after work and personal life for an online class:

     a. More than enough for a campus class or a Distance Learning class.
     b. The same as for a class on campus
     c. Less than for a class on campus

8. When I am asked to use computers, VCRs, voice mail, or other technologies that are new to me:

     a. I look forward to learning new skills
     b. I feel apprehensive, but try anyway
     c. I put it off or try to avoid it

As a reader, I would classify myself as:

    a. Good - I usually understand the text and other written materials without help
    b. Average - I sometimes need help to understand the text or other written materials
    c. Needing help to understand the text or other written materials

10. As a writer I would classify myself as:

    a. A strong writer - I am comfortable with writing and have strong organizational, grammar, punctuation and spelling skills
    b. An average writer - I am moderately comfortable with writing and occasionally need help with organization, grammar, punctuation and spelling
    c. Needing help with my writing, especially with organization, grammar, punctuation, and spelling

11. I have dropped a college class after the term has started:

    a. Never   b. Once   c. More than once

Distance Learning Facts

1. Distance Learning students sometimes can end up neglecting their course work because of personal or professional circumstances, unless they have compelling reasons for taking the course.
2. Some students prefer the independence of Distance Learning; others find it uncomfortable.
3. Distance Learning gives students greater freedom of scheduling, but it can require more self-discipline than on-campus classes.
4. Some people learn best by interacting with other students and instructors, but Distance Learning may not provide much opportunity for this interaction.
5. Distance Learning requires you to work from written directions without face-to-face instructions.
6. It may take as long as two or three days to get comments back by e-mail from your instructor (such as over a weekend or holiday).
7. Distance Learning requires at least as much time as on-campus courses and in many instances up to three times as much.
8. Distance Learning uses computers and other technology for teaching and communication.
9. Printed and/or online materials are the primary source of directions and information in Distance Learning.
10. Distance Learning classes often require written assignments and projects.
11. Students who have dropped a college class often don't have the self-discipline or motivation to work independently and complete an online course.

Scoring Information

Add 3 points for each "a" that you selected 2 for each "b", and 1 for each "c".   If you scored:

➢ 28 and over: You may be a self-motivated independent learner and online courses are a real possibility for you.
➢ 15 - 27: Online courses may work for you, but you may need to make a few adjustments in your schedule and study habits in order to succeed. Online courses take at least as much time and effort and in some cases more than traditional face-to-face classes.
➢ 14 or less: Online courses may not be currently the best alternative for you. Online courses take at least as much time and effort and in some cases more than traditional face-to-face classes.