Syllabus for Online Education Strategies

Credits: 3
UNIV 1001

Instructor Contact Information:

You can also always send your instructor a private message through the Moodle Messaging system. Once logged into your course, click your instructor's Moodle profile page to be provided the ways in which to communicate with your instructor. Your instructor's email will also be listed in their profile.

Course Description

This course will develop the foundational skills needed to be successful during the UoPeople educational journey. It will link prior experience through self-reflection to current requirements while interacting in asynchronous learning. Students will explore resources, policies, personal beliefs and take ownership of their learning, applying the skills to develop their educational plan of action.

Learning Objectives

Student Learning Outcomes (SLOs)

1.1. SLO 1: Students will be able to identify, gather, and analyze data from multiple sources and evaluate information and its sources critically.
1.2. SLO 2: Students will be able to use information effectively to accomplish a specific purpose.
1.3. SLO 3: Students will be able to identify reliable sources for academic work and identify plagiarism.

Program Learning Outcomes (PLOs)
Business Administration, Health Science, and Computer Science
Students will be able to communicate using well-organized arguments and credible supporting evidence.

Course Learning Outcomes (CLOs)
By the end of the course, students will be able to:

1. Identify the requirements of their degree program and career options.
2. Apply foundational academic writing skills, including an introduction to APA formatting and citation standards.
3. Explain the principles of academic integrity, including the relationship between AI, plagiarism, and ethical academic practices.
4. Identify and evaluate reliable sources for academic writing and research purposes.
5. Collaborate effectively within the learning community, demonstrating meaningful contributions and engagement.
6. Examine techniques and strategies to enhance academic performance, including effective study habits and time management.
7. Develop a personalized academic success plan that supports their journey toward degree completion.

Co/Prerequisites

UNIV 0001

Course Materials

UoPeople courses use open educational resources (OER), and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. The main required textbook for this course is listed below and can be readily accessed using the provided link. Additional learning resources will also be provided in the course Learning Guide for each week to supplement your understanding of the material.

Main Textbook:

- Baldwin, A., August, L., Bennett, J., Mathues, S., Monroe, S., O'Leary, MJ., Pearson, A., Troesh, J., & Watts, M. (2020). *College success.* OpenStax. Licensed under CC 4.0. https://openstax.org/details/books/college-success

Technology Requirements

To fully engage in this course and make the most of your learning, the course must be taken on a PC. Word-processing software will be used for most assignments.

Campus Tech Support Email for English programs: support@uopeople.edu

Regular and Substantive Interaction

As your instructor, they will interact and engage with each of you on a regular basis throughout the term to support your learning. They will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

Course Expectations and Learning Activities

Discussions

Some units in this course require that you complete a Discussion Assignment. You are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, you must extend the discussion by responding to at least two (2) of your peers' postings in the Discussion Forum. Grading rubrics are provided in the Discussion Forum for each week. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end.

Assignments Activities

The assignment activities are graded by your instructor. The grading rubric is listed under the assignment instructions. The grading rubric is a document that outlines the criteria that your instructor will use to grade your work. Assignment activities can range from written assignments, infographics, to presentation videos. Failure to submit Assignment Activities may result in failure of the course.

Quizzes

This course will contain two types of quiz – Self Quiz and a Graded Quiz. These quizzes may contain multiple-choice or true/false questions.

The results of the Self-Quiz will not count towards your final grade. However, it is highly recommended that you complete the Self-Quiz to ensure that you have adequately understood the course materials. Along with the Reading Assignments, the results of the Self-Quiz should be used as part of an iterative learning process, to thoroughly cover and test your understanding of course material.

On the other hand, the results of the Graded Quiz will count towards your final grade. Specific instructions on the format and content of the Graded Quiz will be provided by your instructor.

Scavenger Hunt

In the first week of the course, you will have a Scavenger Hunt, a quiz-style activity with multiple-choice questions designed to help you explore your course room and the University of the People resources. This activity is graded and will count towards your final grade.

Final Exam

The Final Exam will be available from Thursday through Sunday of Week/Unit 9, following the completion of eight units of work. The format of the Final Exam is similar to that of the quizzes and may contain a combination of different question types. You will have one attempt to take the exam, and it will be graded electronically. Specific instructions on how to prepare for and take the Final Exam will be provided during Week 8 (located inside the Unit 9 Learning Guide). Final Exams must be taken without the use of course learning materials (both those inside and outside the course). If particular materials are allowed for use during the exam, these will be noted in the exam's instructions.

Course Forum

The Course Forum is the place to raise issues and questions relating to the course. It is regularly monitored by the instructors and is a good place to meet fellow students taking the same course. Participation in the Course Forum is highly recommended.

Class Introductions

This section is your opportunity to introduce yourself to your classmates and create a vibrant learning community. By sharing your background, interests, and goals, you can create meaningful connections and discover commonalities with your peers.

Participation Expectations

To succeed in this course, you are expected to actively engage and participate regularly. Below are guidelines to help you meet these expectations:

- Be involved and active in your courses.
- Be highly motivated and disciplined.
- Check the course homepage, calendar and assignment page, the course syllabus, your UoPeople email, and the Moodle course discussion forums several times a week.
- Post the required comments and responses to the discussion forum for your course.
- Keep up with your assignments and online quizzes/exams (as applicable) and manage your time well. These quizzes test your knowledge and comprehension of the new content.
- Participate actively in class discussions.

- Be polite and respectful.
- Use good grammar and correct spelling.
- Be honest and original. Plagiarism will not be tolerated in any online course.

Non-participation is characterized by lack of any assignment submissions, inadequate contributions to the Discussion Forums, and/or lack of peer feedback to Discussion/Written Assignments. Also, please note the following important points about course participation:

- Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.
- Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

Time Commitment and Workload Expectation

At the University of the People, we must ensure that students are provided with adequate learning opportunities to meet accreditation standards. Unlike traditional universities with classroom seat time, online learning requires students to engage in independent study, reading, and assignments. This means that students should expect to dedicate **15-17 hours per week per course.** The workload is carefully structured to ensure engagement and learning outcomes align with traditional university settings.

Feedback and Suggestions

We value your input and would encourage you to complete the end of course survey to provide us with course feedback and suggestions, and report issues

Evaluation and Grading Scale

Grading Weights:

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
Discussion Forum	35%	1. Unit 2 – Discussion Forum 2. Unit 4 – Discussion Forum 3. Unit 5 – Discussion Forum 4. Unit 7 – Discussion Forum 5. Unit 8 – Discussion Forum	• Unit 2 – CLO1, CLO3, CLO5 • Unit 4 – CLO4, CLO6 • Unit 5 – CLO1, CLO5, CLO7 • Unit 7 – CLO6 • Unit 8 – CLO6
Assignment Activities	40%	1. Unit 1 – Assignment Activity 2. Unit 3 – Assignment Activity 3. Unit 5 – Assignment Activity 4. Unit 6 – Assignment Activity 5. Unit 7 – Assignment Activity	• Unit 1 – CLO1, CLO5 • Unit 3 – CLO2, CLO3 • Unit 5 – CLO1, CLO5 • Unit 6 – CLO6 • Unit 7 – CLO6, CLO7

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
Scavenger Hunt	5%	1. Unit 1 – Scavenger Hunt	● Unit 1 – CLO1, CLO5
Graded Quizzes	10%	1. Unit 3 – Graded Quiz 2. Unit 6 – Graded Quiz	● CLO1, CLO2, CLO3, CLO4, CLO6, CLO7
Final Exam	10%	1. Unit 9 – Final Exam	● CLO1, CLO2, CLO3, CLO4, CLO6, CLO7
TOTAL 100%			

Grading Scale:

Letter Grade	% Grade	Grade Points
A+	98%-100%	4.00
A	93-97%	4.00
A-	90%-92%	3.67
B+	88%-89%	3.33
B	83%-87%	3.00
B-	80%-82%	2.67
C+	78%-79%	2.33
C	73%-77%	2.00
C-	70%-72%	1.67
D+	68-69%	1.33
D	63%-67%	1.00
D-	60%-62%	0.67
F	<60	0.00
W	N/A	N/A

Students may also be granted Withdrawal (W), if they withdraw from the course, or an Incomplete (I) should their circumstances permit. A student who feels they were graded unfairly, or who seeks to dispute a grade, may initiate a grade appeal process. Refer to University Policies for more information on withdrawals and appeals.

Course Schedule

UNIT 1: Welcome and Introduction to the University of the People (Week 1)
- Watch/Read due by the 3rd or 4th day of the week
- Assignment Activity submission due by the 7th day of the week
- Scavenger Hunt due by the 7th day of the week

UNIT 2: UoPeople Policies and Resources (Week 2)
- Watch/Read due by the 3rd or 4th day of the week
- Discussion first response due by the 4th day of the week
- Discussion replies due by 7th day of the week

UNIT 3: Writing Basics, APA and Feedback (Week 3)
- Watch/Read due by the 3rd or 4th day of the week
- Assignment Activity submission due by the 7th day of the week
- Graded Quiz due by the 7th day of the week

UNIT 4: Studying and Note-Taking Tips (Week 4)
- Watch/Read due by the 3rd or 4th day of the week
- Discussion first response due by the 4th day of the week
- Discussion replies due by 7th day of the week

UNIT 5: Self-Assessment, Graduation, and Career Planning (Week 5)
- Watch/Read due by the 3rd or 4th day of the week
- Discussion first response due by the 4th day of the week
- Discussion replies due by 7th day of the week
- Assignment Activity submission due by the 7th day of the week

UNIT 6: Learning Theories and Motivation (Week 6)
- Watch/Read due by the 3rd or 4th day of the week
- Assignment Activity submission due by the 7th day of the week
- Graded Quiz due by the 7th day of the week

UNIT 7: Goals and Time Management (Week 7)
- Watch/Read due by the 3rd or 4th day of the week
- Discussion first response due by the 4th day of the week
- Discussion replies due by 7th day of the week
- Assignment Activity submission due by the 7th day of the week

UNIT 8: Test Anxiety and Stress Management (Week 8)

- Watch/Read due by the 3rd or 4th day of the week
- Discussion first response due by the 4th day of the week
- Discussion replies due by 7th day of the week

UNIT 9: Final Exam (Week 9)

- Final Exam due by the 4th day of the week

University Policies & Processes

Late Work/Make-up Policy

Please review the Late Work policy in the University Catalog.

Code of Conduct

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the General Code of Conduct in the University Catalog.

Procedures for Resolving Academic Grievances/Appeals

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within seven days of the posted final grade. For more information on this topic, please review the Grievance Policy and Grade Appeals Procedure in the University Catalog.

Withdrawal and Drop Date Policy

Please review the Course Drops and Withdrawals policy of the University Catalog.

Academic Integrity and Plagiarism

Please review the Code of Academic Integrity in the University catalog.

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. For more information on this topic, please review the Intellectual Property policy in the University catalog.

Reasonable Accommodations

Contact your Program Advisor to open a request for support.

Student Support Services & Resources

English Programs

Academic Advising: advising@uopeople.edu
Financial Aid: financial.aid@uopeople.edu
Library Resources: library@uopeople.edu
Payment Processing: payments@uopeople.edu
Student Services: student.services@uopeople.edu
Technical Support: support@uopeople.edu