Course Description

Provides a foundation of knowledge on the CSU learning environment. This orientation presents online learning tips, Blackboard, the myCSU Student Portal, and the CSU Online Library to help students successfully study online. A brief review on essay writing is covered; as essay writing will play an important role in a graduate student's experience.

Prerequisites

None

Course Textbook

None

Course Learning Objectives

Upon completion of this course, students should be able to:

1. Develop effective essay writing skills.
2. Develop effective online communication skills.
3. Apply time management skills.
4. Locate and use the resources within the myCSU Student Portal.
5. Locate and use the resources within the CSU Online Library.
6. Locate and recognize all CSU Policies.
7. Locate and use the important tools within Blackboard.

The student will demonstrate attainment of these learning objectives through satisfactory (B or better) successful completion of the learning activities throughout the course. Successful completion of the Graduate Student Orientation course requires a minimum score of 80 percent. If you do not complete the course with a minimum score of 80, you will be required to retake the course and pay full tuition. After you have retaken the course and successfully passed, your original grade will be replaced with a letter grade of "R" (for retake). Official transcripts do not reflect courses where a grade of "R" has been posted, and retaken courses with a grade of "R" are not calculated in your GPA. You may refer to the Course Retake Policy located on the myCSU Student Portal for more information.

Credits

Upon successful completion of this course, you will earn one (1) hour of college credit. However, this is a non-transferable credit.

In order to have a CSU transcript issued, you must complete at least a three (3) credit hour course and the tuition for that course must be paid in full.

In addition, CSU transcripts will not show transfer credit from other universities until official transcripts have been received from that institution and are on file in the student's record at CSU. If you have not already ordered official transcripts, please do so as soon as possible. This will eliminate possible delays in future enrollments and issuance of CSU official transcripts. You can access the CSU Transcript Request Service Form through the Student Portal.
Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
4. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.
5. **Assessments:** This course contains four unit assessments, one to be completed at the end of each unit. Units I and IV assessments are composed of ten multiple-choice questions. Unit II has two written response questions. Unit III has ten multiple-choice questions and one essay.
6. **PowerPoint Presentations:** Students are required to submit for grading a PowerPoint Presentation in Units I, II, and IV. Specific information and instructions regarding these assignments are provided below.
7. **Research Paper:** Students are required to submit for grading a Research Paper in Unit III. Specific information and instructions regarding this assignment are provided below.
8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

Unit Assignments

**PowerPoint Presentations**

The unit PowerPoint Presentations are to be completed for Units I, II, and IV. For your PowerPoint assignment, identify a topic from the unit and create a PowerPoint presentation. The goal of this assignment is for you to demonstrate your understanding of the material by summarizing some aspect of the unit content in a PowerPoint format. Grading will be based upon the content (accurate), logic (flow and ability for a reader to follow your ideas), and mechanics (spelling, references).

Each lesson must be created in a 7- to 10-slide PowerPoint Presentation (cover and reference slides to not count). You may use various sources. Be sure to cite any sources used in a reference slide with proper APA formatting. You may also use the slide notes function to explain slide contents as necessary.

**Unit III Research Paper**

You are asked to complete a Research Paper in this course. Please present your perspective on the following:

Choose three topics or ideas associated with your profession or that you have learned while taking this course. Describe how you can use each of these three topics to succeed in your Master’s degree.

A Research Paper is an opportunity for you to practice and improve your research and writing skills. Plus, it allows you to review the details that others have observed and researched in the industry.

Review articles and sources with specific questions in mind (i.e., Does this article support my topic? How does this article apply to my topic? How am I going to use the details of this article in my paper?). The Research Paper must meet the following requirements:

- Be at least five pages in length (not including the title page and references page)
- Include three topics. The topics can be related to your profession/area of study, related to this course, or both.
- Include at least three peer-reviewed articles
- Use APA Style

Format your Research Paper using APA Style. Use your own words, and include citations and references as needed to avoid plagiarism.
APA Guidelines

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

CSU Grading Rubric for Papers/Projects

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit IV, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Unit Assessments (4 @ 10%)</td>
<td>40%</td>
</tr>
<tr>
<td>PowerPoint Presentation (3 @ 10%)</td>
<td>30%</td>
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<tr>
<td>Unit III Research Paper</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Introduction</th>
</tr>
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</table>
| Review: | ☐ Unit Study Guide  
☐ Learning Activities (Non-Graded): See Study Guide |
| Read: | ☐ None |
| Submit: | ☐ Assessment  
☐ PowerPoint Presentation |
| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Paraphrasing From Research</th>
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</thead>
</table>
| Review: | ☐ Unit Study Guide  
☐ Learning Activities (Non-Graded): See Study Guide |
| Read: | ☐ None |
| Submit: | ☐ Assessment  
☐ PowerPoint Presentation |
| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit III</th>
<th>Online Learning and Essay Writing</th>
</tr>
</thead>
</table>
| Review: | ☐ Unit Study Guide  
☐ Learning Activities (Non-Graded): See Study Guide |
| Read: | ☐ None |
| Submit: | ☐ Assessment  
☐ Research Paper |
| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit IV</th>
<th>myCSU Student Portal</th>
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| Review: | ☐ Unit Study Guide  
☐ Learning Activities (Non-Graded): See Study Guide |
| Read: | ☐ None |
| Submit: | ☐ Assessment  
☐ PowerPoint Presentation |
| Notes/Goals: |