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. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided in Units I-IV to aid students in their course of study.
4. **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.
5. **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.
6. **Unit Quizzes**: This course contains two Unit Quizzes, one to be completed at the end of Unit I and IV. Quizzes are used to give students quick feedback on their understanding of the unit material and are composed of multiple-choice questions.
7. **Assessments**: This course contains two unit assessments, one to be completed at the end of Unit II and III. Assessments can be composed of multiple-choice questions, matching, and/or written response questions.
8. **Unit Assignments**: Students are required to submit for grading Unit Assignments in Units I and III. Specific information and instructions regarding these assignments are provided below.
9. **Research Paper**: Students are required to submit for grading a Research Paper in Unit IV. Specific information and instructions regarding this assignment are provided below.
10. **Ask the Professor**: This communication forum provides you with an opportunity to ask your professor general or course content related questions.
11. **Student Break Room**: This communication forum allows for casual conversation with your classmates.

Unit Assignments

**Unit I PowerPoint Presentation**

Create a lesson covering one of the topics discussed in Unit I. The lesson must be created in a 7-10 slide PowerPoint presentation. You may use various sources. Be sure to cite any sources used in a reference slide with proper APA formatting. (Cover and reference slides do not count). You may also use the slide notes function to explain slide contents as necessary.

Select at least ONE of the following topics:
- Navigating through Blackboard
- Using one or more of the features in Blackboard
- Graduate Student Expectations
- Another topic related to Unit I

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).

**Unit III Research Paper Outline**

In this course, you are asked to prepare a Research Paper, and this assignment provides you with an opportunity to organize your thoughts into an outline. Prepare an outline for your Research Paper and include at least four major headings (or topic sentences).

After submitting your outline, you are not committed to the sequence or arrangement of the outline. Later, if you realize a different arrangement works better, feel free to organize your Research Paper in a different way. This assignment simply allows you to begin organizing your thoughts.

Prepare your outline in a word-processing application (i.e., Word), and submit it as one of the following file formats: DOC or DOCX.

**Research Paper**

You have been 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 what 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 four 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.
- Follow APA Style formatting.

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

Submitting Course Papers/Projects

Once you have completed your paper projects, submit your completed papers by uploading them through the Assignment tab in each unit. Do not e-mail your paper directly to your professor. By using the Assignment tab, your university record will automatically be updated to indicate you have submitted your paper and the paper will be provided to your professor for grading. Instructions for submitting your assignment can be found under the Assignment/Research Paper tab in each unit.

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.

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**

- Discussion Board (4 @ 2%) = 8%
- Unit Assessments (2 @ 10%) = 20%
- Unit Quizzes (2 @ 6%) = 12%
- PowerPoint Presentation = 20%
- Research Paper Outline = 5%
- Research Paper = 35%
- **Total** = 100%

**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.
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<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 |
| Discuss: | ☐ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
☐ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | ☐ **Quiz** by Tuesday, Midnight (Central Time)  
☐ **PowerPoint Presentation** by Tuesday, Midnight (Central Time) |
| Notes/Goals: | |

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<thead>
<tr>
<th>Unit II</th>
<th>Paraphrasing From Research</th>
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</table>
| Review: | ☐ Unit Study Guide  
☐ **Learning Activities (Non-Graded):** See Study Guide |
| Read: | ☐ None |
| Discuss: | ☐ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
☐ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | ☐ **Assessment** by Tuesday, Midnight (Central Time) |
| Notes/Goals: | |

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<tr>
<th>Unit III</th>
<th>Online Learning and Essay Writing</th>
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| Review: | ☐ Unit Study Guide  
☐ **Learning Activities (Non-Graded):** See Study Guide |
| Read: | ☐ None |
| Discuss: | ☐ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
☐ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | ☐ **Assessment** by Tuesday, Midnight (Central Time)  
☐ **Research Paper Outline** by Tuesday, Midnight (Central Time) |
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<tbody>
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<td><strong>Review:</strong></td>
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