

ASU 11 – ASU Online Orientation

Faculty

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Office hours: Scheduled times available on Blackboard

Other instructors may join me from time to time!

Course Overview

Students enrolled in ASU 11: ASU Online Orientation will learn about ASU and its mission as the New American University, discover the value of a university degree from a research institution, discuss academic integrity, explore the tools used in online courses, and identify key components of a work/life/school balance plan.

Learning Outcomes

At the completion of this course, students will:

- Explore ASU academic and career resources
- Recognize the value of a University degree
- Discuss academic integrity and identify what constitutes plagiarism in a school and/or work environment
- Demonstrate your ability to navigate and interact with other students in the Blackboard course environment
- Explore ways to use the results of the Indigo and other assessments to become a more successful student
- Create a personal work/school/life balance plan

Student Success

This is an online course. To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track

Course Topics, Schedule & Grading

Activities used for instruction and assessment of learning include: discussion/presentations; readings; and individual and group activities/assignments.

NOTE – This is **NOT** a self-paced course. The class officially starts on Monday and ends on Sunday; you may work ahead but assignments need to be completed in order. For the actual date as in Month, Day, and Year, please check your MyASU page.

As in a regular ASU course, you are added to the course a couple of days early to get acquainted with the layout and view documents or information. Take advantage of that extra time to explore the orientation, download Respondus Lockdown Browser (RLDB), set-up your webcam, take the Syllabus Quiz, and etcetera. (This is called “pre-work” that can be done over the weekend before the official Monday start date. You are free, however, to complete these items on Monday).

Graded Assignments NOTE: See the Course Schedule on the left-hand side menu in Blackboard for all required course activities.	Points	Due Date All assignments are due at 11:59pm AZ MST on days shown
Day 1: Introduce Yourself		
Syllabus Quiz (see the Day 1 menu item) You will need to install Respondus Lockdown Browser/Monitor [RLDB] to take the syllabus quiz; you will also need a <i>webcam</i> (this was mentioned on the course registration/class search site and welcome letter). Don't download RLDB from the Internet - the link for Respondus is available in 'Day 1' menu item.	10	Monday
Discussion Board: Introduce Yourself (Initial)	5	Monday
Self-Efficacy Assessment	5	Monday
Mindset Assessment	5	Monday
Day 2: Explore Your Indigo Report		
Discussion Board: Indigo Survey (Initial)	5	Tuesday
Day 3: Evaluate Your Style		
Discussion Board: Introduce Yourself (two Response Posts 2.5 pts each; see assignment for details)	5	Wednesday
Day 4: Build a Work, School, Life Balance Plan		
Discussion Board: Indigo Survey (two Response Posts 2.5 pts each; see assignment for details)	5	Thursday
Day 5: Act With Integrity		
Course Blog: Reflection (Initial)	5	Friday
Orientation Quiz: Academic Integrity	5	Friday
Orientation Quiz: Plagiarism Awareness	5	Friday
Day 6: Create Your Community		
Work, School, Life, Balance Plan Step 1: Visualizing Success (2 pts)	25	Saturday

<p>Step 2: Learning Styles Assessment (2 pts)</p> <p>Step 3: Indigo Assessment (2 pts)</p> <p>Step 4: Time Management Assessment (2 pts)</p> <p>Step 5: Study Environment Assessment (1 pt)</p> <p>Step 6: Mindset and Self-Efficacy Assessments (2.5 pts)</p> <p>Step 7: Videos/Readings (1 pt)</p> <p>Step 8: Bringing it all together/Your Mission (12.5 pts)</p> <p>Total: 25 points</p> <p>Points are earned all or nothing for the sections; up to 2.5 points are deducted for grammar and spelling.</p> <p>DOC, DOCX, or PDF ONLY; PAGES and GOOGLE DOCS are NOT accepted and you will receive a zero. ASU provides Microsoft Office 365 FREE to students.</p>		
Announcement Activity (available in day 4, due in day 6)	2.5	Saturday
Day 7: Take the Next Step		
ASU Library Quiz	5	Sunday
Course Blog: Reflection (two Response Posts 2.5 pts each; see assignment for details)	5	Sunday
ASU11 Course Survey	2.5	Sunday
Online Office Hours (Days 2-4)		
<p>Each student must attend one scheduled Office Hour during the course.</p> <p>You do not need to stay, simply check-in* via the <i>chat</i> function during a scheduled office hour when the instructor is present. Log in with your first and last name in order to earn credit for attending an office hour.</p> <p>The Office Hours (AZ MST) schedule is listed in the course Blackboard shell. Please see the Office Hour menu item for details.</p> <p><i>If you are not able to make any of the scheduled times, let me know and I'll try to accommodate your schedule. Please note that office hours must be rescheduled by 4pm (AZ MST) on day 5. Office hours are only worth five points – 70 out of 100 points are needed to pass the course.</i></p> <p>*"check-in" by typing and entering a simple greeting, or your name in the conversation/chat. After you have checked in, you</p>	5	As scheduled

will be marked as attending. For additional information, please see the Office Hour menu item on Blackboard.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grading for discussion boards and blogs will not be entered until AFTER the due date of the response posts. Updating of grades that require manual grading will be completed during the week *and after* the end date of the course. Please be patient while grades are updated.

The process for updating grades and posting final grades is complex, *please be patient while grades are updated and posted.* With the large number of students in each session grading will take time.

Final Grade

This orientation course is pass/drop. 100 points are possible; 70 points are needed to pass the course. **The course does not affect your GPA.**

The ASU11 task will be removed once the semester (Fall, Spring or Summer) in which you have taken the orientation ends; **the ASU11 task will not affect your current courses nor will it prohibit future enrollment.** If 70+ points are earned, you will see 'LC' listed as the official "passing" grade for the orientation course. **Don't drop the orientation course while waiting for your final grade.** When the course is dropped, all your submitted work will be deleted from Blackboard.

Communicating with the Instructors

Email questions of a personal nature to your instructor. ***You can expect a response within 24-48 hours.***

Note: 'personal nature' is anything related to why an assignment was missed, due date extensions, missing office hour, and etcetera.

Hallway Conversations

This course uses a discussion board called "Hallway Conversations" for *general questions about the course*. Prior to posting a question, check the syllabus, announcements, and existing posts. **Please see if your question has already been asked;** if you do not find an answer then post your question. *You are encouraged to respond to the questions of your classmates.* If your question is not answered in a timely manner, then email the instructor.

Email and Internet

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

Students are expected to include their section/class number within their emails to instructors.

This is why it is a good idea to check that your ASU email account has been activated correctly. To contact Tech Support, you may call directly (1-855-278-5080) or chat with them online; Tech Support is available 24/7. Tech Support information can be found at this site: <https://myasu.force.com/studentSC>.

All instructor correspondence will be sent to your ASU email account. Please DO NOT FORWARD your ASU EMAIL ACCOUNT. If you forward your email, you will not receive all of your ASU emails; therefore, you will not know about the emails you are not receiving.

Online Course

This is an online course. There are no face-to-face meetings. You can log into your course via MyASU or <https://my.asu.edu>.

Netiquette

Appropriate online behavior, also known as netiquette, is essentially rules and norms for interacting with others on the internet. Students must maintain a cordial atmosphere and use tact. Inappropriate discussion board posts may be deleted by the instructor.

Course Time Commitment

This course requires approximately ten to fifteen hours of work over one week running Monday through Sunday. Like all ASU Online courses, this is **NOT** a self-paced course. To ensure you are not dropped from this course, you must show as actively participating by day 3 (Wednesday).

NOTE: ASU courses delivered in the compressed 7.5-week sessions require approximately 6 hours of course work per week per credit. Thus a three-credit course will require approximately 135 hours of work over 7.5 weeks. *This orientation course will prepare you for the workload of one three-credit course over one week if you complete all assignments to the best of your ability. This is NOT meant to be an academic course, but it is intense.*

Submitting Assignments

All assignments should be submitted using a Word processing software such as Microsoft Word (saved as doc, docx, or pdf). All submitted assignments should be typed using Times New Roman or Arial font style, font size 12, and black font color.

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Blackboard. **DO NOT SUBMIT AN ASSIGNMENT VIA EMAIL; if you are having technical problems submitting an assignment, contact ASU's Tech Support for help.**

Blackboard works the best on a computer or laptop. To ensure submission of assignments and assessments it is strongly suggested a portable, electronic device (i.e. iPad, tablet, cellular device, and etcetera) is not used. Additionally, if a portable, electronic device is used, there is no guarantee that the assignment will be submitted and thus will not be graded.

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and the assignment will not be submitted on time. Published assignment due dates (Arizona Mountain Standard time) are firm. **The orientation course ends on day 7 (Sunday) at 11:59pm (AZ MST); assignments will become unavailable at this time.** Please follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

Extra Credit

No extra credit is available in this orientation course.

Computer Requirements

This course requires a computer (PC or MAC) with high-speed Internet access and the following:

- Web browsers ([Chrome](#), [Internet Explorer](#), [Mozilla Firefox](#), or [Safari](#)); **LINUX is not supported.**

- [Adobe Acrobat Reader](#) (free)
- [Adobe Flash Player](#) (free)
- [Microsoft Office](#) (free)
- Microphone, speaker, and **webcam** (earbuds or headset for the microphone/speaker is recommended)

NOTE: Tablets, iPads, Chromebooks, and smartphones are wonderful but they **do not** have the functionality of a **computer**. I know Blackboard says it works with these devices, but it doesn't. You can try it, but if the assignment or quiz is not recorded via Blackboard, there is nothing I can do; it is better to learn the lesson now rather than in your academic courses when it impacts your GPA. Please review "What tools do I need to successfully participate in online classes?" at <http://asuonline.asu.edu/student-resources/faq>.

Technical Support

- This course uses Blackboard to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Blackboard home page at <https://myasucourses.asu.edu>; if myASU is unavailable, the way-around to Blackboard is <https://myasucourses.asu.edu> – bookmark it, believe me, it'll save you!
- To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/> or follow the Twitter feed @asuoutages.
- To contact the help desk call toll-free at 1-855-278-5080.

Drop and Add Dates/Withdrawals

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to [drop or add the course](#). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Medical/Compassionate Withdrawal](#), and a [Grade of Incomplete](#).

Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the [University Policy for Student Appeal Procedures on Grades](#).

Student Conduct and Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>. Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), [Computer, Internet, and Electronic Communications policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions.

[Students are entitled to receive instruction free from interference](#) by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#).

The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Prohibition of Commercial Note Taking Services

In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email, course announcements, and the course Blackboard shell often. Please note that ASU11 syllabi may be different depending on each weeklong course; be sure to verify the dates for the week in which you are enrolled.

Accessibility Statement (Disability Resource Center [DRC])

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations.](#) Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

After accommodations have been arranged, it is the student's responsibility to inform the instructor of any documented disability and needed accommodation.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234 or emailing DRC@asu.edu. To speak with a specific office, please use the following information:

ASU Online and Downtown Phoenix Campus University Center Building, Suite 160 602-496-4321 (Voice)	Polytechnic Campus 480-727-1165 (Voice)
West Campus University Center Building (UCB), Room 130 602-543-8145 (Voice)	Tempe Campus 480-965-1234 (Voice)

