

Course Syllabus GEN100

University of Phoenix
Online

Please print a copy of this syllabus for handy reference.

Whenever there is a question about what assignments are due, please remember this syllabus is considered to be the ruling document.

GENERAL COURSE INFORMATION

COURSE NUMBER: GEN100

COURSE TITLE: Test Course

COURSE START DATE: 09/08/2008

COURSE END DATE: 10/13/2008

REQUIRED READING: Students are required to read all materials available at the rEsource site for this course on <http://mycampus.phoenix.edu>.

Facilitator Information

Mitch Halloran

mavigozler@phoenix.edu (University of Phoenix)

MitchHalloran@gmail.com (Personal)

530-204-9432 (PDT)

Facilitator Availability

Available days and hours: Weeknights till midnight, Weekends

For emergencies, when you are not able to gain access to messages on the Online Learning System (OLS), please send a message to my personal email address.

General Course Description

See Course Description in the rEsource materials or module for this course.

Course Objectives

See Course Objectives in the rEsource materials or module for this course.

The Online Weekly Schedule

Electronic weeks begin on Tuesday and end on Monday.

Day 1 – Tuesday
Day 2 – Wednesday
Day 3 – Thursday
Day 4 – Friday
Day 5 – Saturday
Day 6 – Sunday
Day 7 – Monday

Where to Go to Class: Your Course Forums

Main: This is the main forum for the class and is where discussion is conducted. It has read-and-write access for everyone.

Chat-Room: This is a read-and-write access forum. It is designed as a place to discuss issues not related to the course content. This is the forum to which we will send our bios.

Course-Materials: This is a read-only forum, which means you can read messages here but cannot send any. This is where I will post the course syllabus and materials.

Learning-Team-A, B, C, D and E: These five **Learning Team** forums will be used as workrooms for the learning teams. You will be assigned to one of these learning teams.

Individual Forum: You will see one forum with your name on it. This is a private forum, shared only by you and me, the facilitator. Your classmates won't have access to this forum. This is where you will post some of your individual assignments, and where I will post your feedback. You can also ask questions here. However, if you have general questions about instructions of assignments, please post those in the Main forum, since other students may benefit by that exchange as well.

CLASS POLICIES AND PROCEDURES

Attendance

Please see the attendance policies included in the first message posted in the **Main** forum.

Participation

Participation is very important online. You will be expected to participate 4 days a week in several different discussions and to contribute **at least two substantive discussion messages on each of those 4 days**. This is a required part of your grade. Participation consists of notes you send **above and beyond** graded assignments. This generally means the messages you send as replies to messages from your classmates and me.

Please note that both quantity and quality are important considerations when it comes to participation. For example, a message which says simply, "I agree," does not constitute participation, because it does not add anything of substance to the discussion.

In order to earn full participation points, you must add something of substance to the discussion 4 out of 7 days per week—this would consist of new ideas, your perspectives, pointed follow-up questions, etc. You will find it is much easier to keep up with an Online class when you are logging in and participating regularly.

Both posts in the **Main** classroom forum and posts discussing the Learning Team DQ in the **Learning Team** forum will count towards your class participation score.

Participation and Discussion Question Grading

Discussion question responses will count towards the class participation requirement.

Weekly Summaries

Weekly summaries will be required in this course and counted as class participation.

Final Week Requirements

Discussion question responses will be required during the final week of the course.

Expectations for Discussion Question Responses

Discussion question responses should be at least 200-300 words. For discussion question responses in the **Main** forum, please post responses to the threads provided. To respond, highlight the appropriate thread, click on **Reply**, type your response, and send. Please do not start a new thread for the weekly discussion questions in the **Main** forum.

Unlike your formal written assignments, I do not require that your discussion question responses adhere to specific formatting requirements. However, please make sure to proofread carefully. Grammar and spelling errors may impact the grading.

I expect your discussion question responses to reflect critical thought. Whenever possible, please try to relate the course content to real-world applications from your work experience.

Attachments

Please do not use attachments in the **Main** forum. Post DQ responses and weekly summaries (if required) in the body of OLS messages. Please post formal assignments in your **Individual** forum as attachments—Microsoft® Word documents or PowerPoint® slides.

Learning Teams

University of Phoenix students are expected to work effectively in diverse groups and teams to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a tolerant manner toward colleagues and peers.

Several of the assignments in this class will be completed in Learning Teams of three to five students. I will set up these teams midway through Week 1. If you have any requests for

teammates, please let me know by Thursday of the first week via private email.

If you experience difficulties working with your team, you are expected to resolve them within the team if possible. However, please feel free to contact me for guidance if you have concerns in this area.

In order to create structure for your Learning Team, you will complete a Learning Team Charter during Week 1. The form for this charter is provided in a separate message in the **Course-Materials** forum.

After each Learning Team project, you will be asked to complete a Peer Evaluation to assess the contributions of each member of your Learning Team (including yourself). I will take these Peer Evaluations into account when assessing individual contributions to the Learning Team projects. The Peer Evaluation form and instructions for posting are included in a separate message in the **Course-Materials** forum.

Because Learning Team projects are outcome-based, all members of your Learning Team will generally earn the same grade for Learning Team projects. However, I reserve the right to report different grades for different Learning Team members if I see a substantial imbalance in individual contribution.

Learning Teams should provide a brief summary of any communication held outside the forum. Therefore, if you hold conference calls, work in a real-time chat room, or get together outside the OLS (Online Learning System) environment in another way, please post a log, transcript, or summary in the **Learning Team** forum. Further, do not use any of these supplementary communication tools unless everyone on your Learning Team agrees to the method and to the schedule. If you have any questions, please contact me.

Late Assignments

Late assignments will be penalized with a 10% grade deduction for each day late, unless you have made prior arrangements with me. Deadlines will be defined as 11:59 p.m. MST. If you know you will be offline the day an assignment is due, please make sure to post it early. Anytime you feel that you might be falling behind in the course, it is best to contact me to discuss your situation. As noted in the first message posted in the **Main** forum, no assignments can be accepted after the final day of class.

If you have an assignment completed by the deadline but are unable to post it in the forum for technical reasons, you can send it to me by email to demonstrate that it was completed on time. However, you must post the assignment in the forum once that becomes available.

Academic Integrity

By virtue of membership in the University's academic community, students accept a responsibility to abide by the Student Code of Academic Integrity, which is a part of the Student Code of Conduct. A link to the Code can be found on the Center for Writing Excellence Web site or by logging into eCampus and then clicking the following URL:

https://ecampus.phoenix.edu/secure/aapd/studentdocuments/uophx/academic_integrity.htm

Academic Resources

Coursework in this class must uphold the high standards of academic integrity established by the University of Phoenix. Consequently, when you are conducting research for an assignment, the majority of your sources should be peer-reviewed academic journals, such as those you find in the University Library or in the additional readings on the rEsource page for this course.

PLEASE NOTE: Internet searches will often take you to non-academic information resources such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. You may supplement your research with these sources, but keep in mind that the information you find there may not be accurate, since it does not come under a formal oversight or peer-review process.

While you may use and cite non-academic resources such as Wikipedia when working on assignments, you may not rely on them exclusively. The majority of your sources should be peer-reviewed academic journals. Further, remember that you are responsible for the accuracy of any facts you present in your assignments and therefore should confirm the veracity of information you find on non-academic sources through further research.

Confidentiality and Proprietary Information

One of the cornerstones of the University of Phoenix learning model is the practical application of theoretical concepts. You are encouraged to share your personal and professional experiences as a means to integrate knowledge by reflecting on its application. However, it is important to note that we all are bound by confidentiality in this class. To assure that we can have a free and open discussion in which you may elect to discuss your company and its policies and procedures as they apply to the course material, I expect each person to respect the confidentiality of what your classmates are willing to share with us. At the same time, I ask that each of you exercise good judgment in what you choose to share and avoid disclosing non-public or competitively-sensitive information.

It is University of Phoenix policy that students and faculty members must not share present or past employer information that is considered to be proprietary, confidential, company-sensitive, or protected trade secrets. Students are encouraged to examine their organization's limitations on sharing information externally.

Students and faculty members may appropriately choose to illustrate lessons from their experience that might challenge these boundaries, without identifying specific employers or individuals by name.

If you have any questions about any of the information contained in this syllabus, or about any other aspect of this class, please do not hesitate to ask!

GRADING

Feedback

Each week, I will provide grades or scores and comments on assignments within 7 days of when they were submitted. I will post your feedback in your **Individual** forum. After I post feedback each week, I will post a notification in the **Main** forum.

Grading Formula

Points	Grade
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
<59	F

Partial points will be rounded to the nearest full point; for example, 83.4=83 leads to a grade of B-; and 83.5=84 leads to a grade of B.

Point Values for Course Assignments

ASSIGNMENTS	Points
Individual (70%)	
Enter Assignment Name Here (Week 1)	xx
Enter Assignment Name Here (Week 2)	xx
Enter Assignment Name Here (Week 3)	xx
Enter Assignment Name Here (Week 4)	xx
Enter Assignment Name Here (Week 5)	xx
Participation (xx points per week)	xx
Discussion Questions (xx points per week)	xx

Learning Team (30%)	
Enter Assignment Name Here (Week 1)	xx
Enter Assignment Name Here (Week 2)	xx
Enter Assignment Name Here (Week 3)	xx
Enter Assignment Name Here (Week 4)	xx
Enter Assignment Name Here (Week 5)	xx
Total	100

ASSIGNMENTS

Week 1 Assignments

Learning Objectives

See Week 1 objectives listed in the rEsource material or module.

Required Reading

Assignments

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

All Week: Participation (xx points): Remember to participate in the class discussions 4 out of 7 days during the week.

Summary of Week 1 Deliverables

Assignment	Individual or Learning Team	Location	Due
Enter assignment in this row	Enter Individual or Learning Team in this row	Enter forum name where assignment will be posted in this row	Enter day due in this row

Week 2 Assignments

Learning Objectives

See Week 2 objectives listed in the rEsource material or module.

Required Reading

Assignments

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

All Week: Participation (xx points): Remember to participate in the class discussions 4 out of 7 days during the week.

Summary of Week 2 Deliverables

Assignment	Individual or Learning Team	Location	Due
Enter assignment in this row	Enter Individual or Learning Team in this row	Enter forum name where assignment will be posted in this row	Enter day due in this row

Week 3 Assignments

Learning Objectives

See Week 3 objectives listed in the rEsource material or module.

Required Reading

Assignments

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

All Week: Participation (xx points): Remember to participate in the class discussions 4 out of 7 days during the week.

Summary of Week 3 Deliverables

Assignment	Individual or Learning Team	Location	Due
Enter assignment in this row	Enter Individual or Learning Team in this row	Enter forum name where assignment will be posted in this row	Enter day due in this row

Week 4 Assignments

Learning Objectives

See Week 4 objectives listed in the rEsource material or module.

Required Reading

Assignments

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

All Week: Participation (xx points): Remember to participate in the class discussions 4 out of 7 days during the week.

Summary of Week 4 Deliverables

Assignment	Individual or Learning Team	Location	Due
Enter assignment in this row	Enter Individual or Learning Team in this row	Enter forum name where assignment will be posted in this row	Enter day due in this row

Week 5 Assignments

Learning Objectives

See Week 5 objectives listed in the rEsource material or module.

Required Reading

Assignments

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

Enter Day Due Here: Enter assignment here.

All Week: Participation (xx points): Remember to participate in the class discussions 4 out of 7 days during the week.

Summary of Week 5 Deliverables

Assignment	Individual or Learning Team	Location	Due
Enter assignment in this row	Enter Individual or Learning Team in this row	Enter forum name where assignment will be posted in this row	Enter day due in this row

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