ASU 10 - Connect: ASU Orientation

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Course Overview
The ASU 10 - Connect: ASU Orientation is a one-week program for Starbucks students designed to set them up for a successful online educational experience. Students will be introduced to the tools and processes that support their journey and will learn how to connect with other Starbucks students through social networking and collaborative environments.

Learning Outcomes
At the completion of this course, students will:

- Explore ASU academic and library 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 an online course environment
- Explore ways to use the results of various assessments to become a more successful student
- Create a personal work/school/life balance plan

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. It 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, Year -- it's listed in my ASU. I teach this course nearly 3 times a month, so I am not constantly changing dates which are easy to mess up, I go by Monday, Tuesday, etc.
As in a regular ASU course, you are added to the course a couple of days early to get the "lay of the land." Take advantage of that extra time to explore orientation, download Respondus Lockdown Browser, set-up your webcam, take the Syllabus Quiz, etc.
Also, to ensure you are ready for proctored exams in your academic courses, upload a photo of yourself by logging into my ASU, clicking on the Profile tab, clicking on the placeholder image (take note of the image specifications listed), click browse to locate and open the image you want to make your profile picture, then click upload. You will see the the image and the message "image uploaded successfully" once your picture is finished uploading.

ACTIVITIES/ASSIGNMENTS	POINTS	DUE DATE All assignments are due at **11:59pm AZ MST** on dates shown
Day 1: Introduce Yourself		

Syllabus Quiz **You will need to install Respondus Lockdown Browser/Monitor from the link provided in Day 1** to take the syllabus quiz; you will need a webcam. (This was mentioned on the course registration/class search site)	10	Monday
Introduce Yourself Discussion Board (Initial)	5	Monday
Self-Efficacy Assessment	5	Monday
Mindset Assessment	5	Monday
Day 2: Explore Your Indigo Report		
Indigo Assessment Discussion Board (Initial)	5	Tuesday
Day 3: Evaluate Your Style		
Introduce Yourself Discussion Board (Two Response Posts 2.5 pts each)	5	Wednesday
Day 4: Build a Work, School, Life Balance Plan		
Indigo Assessment Discussion Board (Two Response Posts 2.5 pts each)	5	Thursday
Day 5: Act With Integrity		
Course Blog (Initial) Academic Integrity Activity	5 5	Friday Friday
Plagiarism Awareness Video and Quiz	5	Friday
Day 6: Create Your Community		
Work, School, Life, Balance Plan Section 1: 2 pts: Visualizing Success Section 2: 2 pts: Learning Styles Assessment Section 3: 2 pt: Indigo Assessment Section 4: 2 pts: Time Management Assessment Section 5: 1 pt: Study Environment Assessment Section 6: 2.5 pts: Mindset and Self-Efficacy Assessments Section 7: 1 pt: Videos/Readings	25	Saturday

Section 8: 12.5 pts: Bringing it all together/Your Mission		
Total: 25 points		
Up to 2.5 points are deducted for grammar and spelling.		
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.**		
Day 7: Take the Next Step		
ASU Libraries Scavenger Hunt	7.5	Sunday
Course Blog (Two Response Post 2.5 pts)	5	Sunday
Orientation Survey	2.5	Sunday
Online Office Hours (Throughout the week)		
Each student must attend **one** scheduled Office Hour during the course. You do not need to stay, merely check in via the *chat* function during a scheduled office hour when the instructor is present. Use your first and last name AND course number in order to earn office hour credit. The Office Hours (AZ MST) schedule is listed in the course. *If you are not able to make any of the scheduled times, let me know and I'll try to accommodate your schedule -- No guarantee! The good news is that office hours are only worth five points for this reason -- 70 out of 100 points are needed to pass the course, thus not being able to attend office hours when* **I'm there** *will not be a deal-breaker. Not doing one of the substantive assignments WILL BE THE PROBLEM!*	5	As scheduled (see Blackboard for specific days and times)

Grading

This orientation course is pass/fail. 100 points are possible; 70 points are needed to pass the course.

LC stands for Learning Complete and indicates that you passed the course.

The process for posting official grades is complex and therefore will take longer than 72 hours. The task will be removed from your to-do list closer to the break in semesters. The task will NOT impact your current courses nor will it prohibit future enrollment.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Graded assignments will be available within 72 hours of the **due date** via the Gradebook.
Please note that the discussion boards won't be graded until AFTER the due date of the response posts.

Note that if an activity has initial and response posts the grade will not be recorded until two days after the response post is DUE.

The process for posting official grades is complex and will take longer than 72 hours; please allow a week after the session ends for final grades to be updated. The orientation course task will be removed once the term (Fall, Spring, or Summer) in which you have completed the orientation ends. The task will not impact 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.

Communicating with the Instructors

This course uses a discussion board called "Hallway Conversations" for general questions about the course. Prior to posting a question, please check the syllabus, announcements, and existing posts. If you do not find an answer, post your question. You are encouraged to respond to the questions of your classmates.

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

Online Course

This is an online course. There are no face-to-face meetings. You can log into your course via My ASU or https://my.asu.edu. The "backdoor" into Blackboard in case the My ASU portal is ever down is https://myasucourses.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 will be deleted by 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.

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 and you will not know about the emails you are not receiving.

Course Time Commitment

This course requires approximately 10 to 15 hours of work over one week running Monday through Sunday. Like all ASU Online courses, this is **NOT** a self-paced course.

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 (about 18 hours a week). This orientation course will begin to 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.

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. Please follow the appropriate University policies to request an accommodation for religious practices or to accommodate a missed assignment due to University-sanctioned activities.

Submitting Assignments

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 issues submitting an assignment,

contact ASU's Technical Support for help. Blackboard works the best on a computer or laptop. To ensure successful submission of assignments and assessments, it is strongly suggested that an iPad, tablet, cellular device, etc., is not used. It is your responsibility to verify that assignment and assessment submissions have been submitted.

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.

Appropriate online behavior (also knows as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor. 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. Please remember to check your ASU email, course announcements, and the course site often.

Accessibility Statement

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)

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)
- Microphone, speaker, and **webcam**. (Earbuds or headset for the microphone/speaker.)
  Note: Tablets, iPads, Chromebooks, and smartphones are wonderful but they don't have the functionality of a **computer**. I know Blackboard says it plays well with these devices, but it doesn't. Thus, you can argue with me all you want, but I won't argue with you. I have your back. I know what works. You can try it, but if the assignment or quiz is not recorded via Blackboard, there is nothing I can do. You are warned. It is better to learn the lesson now, than in your academic courses when it impacts your GPA. Full disclosure, my daughter is an ASU Online student and I've told her the same thing, it may work once or twice, but when it is a high-stakes assignment or quiz, and it comes back to bite you, I will bite my tongue and won't say, "I told you so" but you know what I'll be thinking!

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
- To monitor the status of campus networks and services, visit the System Health Portal at http://syshealth.asu.edu/ or follow the twitter feed at @asuoutages.
- If myASU goes down, the backdoor into Blackboard is myasucourses.asu.edu -- bookmark it. It will save you much aggravation. :-)
- To contact the help desk call toll-free at **1-855-278-5080**. These are ASU employees and they know what they are doing -- I promise! **If you do call them, they will give you a ticket or reference number -- make sure you give that to me if you need an extension.**

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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 Checklist

* Office Hours are not listed in the Checklist, but one scheduled office hour is required (you don't need to stay the entire time).

	Estimated completetion time	
Prior to Orientation Start (You can also complete these items on Day 1)		
Watch the Welcome to ASU 10 videos	45 minutes	
Watch the Orientation Tour video	15 minutes	
Read the Syllabus	15 minutes	
Financial overview reading	15 minutes	
Prior to Course Start Total	**@ 1.5 hours**	
Monday – Day 1		
Watch Day One Video Commentary	20 minutes	
Install Respondus LockDown Browser/Monitor (Webcam)	20 minutes	
Syllabus Quiz	10 minutes	
DB: Introduce Yourself Initial Post	10 minutes	
Indigo Assessment Videos	15 minutes	
Mindset assessment	10 minutes	
Self-Efficacy assessment	5 minutes	
Day 1 Total	**@ 1.5 hours**	
Tuesday – Day 2		
Watch Day Two Video Commentary	15 minutes	
DB: Indigo Initial Post	30 minutes	
Why Work/School/Life (WSL) Balance?	45 minutes	
Day 2 Total	**@ 1.5 hours**	
Wednesday – Day 3		
Watch Day Three Video Commentary	10 minutes	
Creating Balance activity	60 minutes	
WSL Reflections videos	10 minutes	
DB: Introduce Yourself Peer Responses (2 posts)	20 minutes	
Day 3 Total	**@ 1 hour, 40 minutes**	
Thursday – Day 4		
Watch Day Four Video Commentary	10 minutes	
Visualizing Success activity	15 minutes	
WSL Plan Draft	45 minutes	
DB: Indigo Peer Responses (2 posts)	20 minutes	
Day 4 Total	**@ 1 hours, 30 minutes**	
Friday – Day 5		

Watch Day Five Video Commentary	10 minutes	
Course Blog: Reflection Initial Post	30 minutes	
Academic Integrity activity	30 minutes	
Plagiarism video and quiz	30 minutes	
Day 5 Total	**@ 1 hours, 40 minutes**	
Saturday – Day 6		
Watch Day Six Video Commentary	10 minutes	
WSL Plan Final	30 minutes	
Review ASU at Your Service! *(optional)*	*20 minutes*	
Day 6 Total	**@ 1 hour**	
Sunday – Day 7		
Watch Day Seven Video Commentary	10 minutes	
Course Blog: Reflection Peer Responses (2 posts)	20 minutes	
ASU Libraries Scavenger Hunt	25 minutes	
Orientation Survey	5 minutes	
Day 7 Total	**@ 1 hour**	