

**\*\*Disclaimer\*\***

This syllabus is to be used as a guideline only. The information provided is a summary of topics to be covered in the class. Information contained in this document such as assignments, grading scales, due dates, office hours, required books and materials may be from a previous semester and are subject to change. Please refer to your instructor for the most recent version of the syllabus.



## ASU 101: The ASU Experience!

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### Syllabus

#### Course and Faculty Information

**Course Description:** The ASU experience includes much more than simply taking and passing courses. As an ASU Online student, you'll have access to career networks, advisors to help you pick the best courses for your career path, coaches to help you navigate time management and stress, and so much more. ASU 101: The ASU Experience is a one-credit course designed to help you get started with your program, learn about valuable resources available to you, and make the most of your time with ASU Online and beyond.

**Credits:** 1

**Prerequisites:** None

**Instructor:**

**Contact Info:**

**Office Hours:**

#### Course Learning Objectives

At the completion of this course, students will be able to:

- Explain how to be successful with ASU Online and in your discipline.
- Explain how to manage your time and resources
- Identify effective strategies to manage your academic content, including note-taking and reading skills
- Identify opportunities to collaborate with peers from various backgrounds
- Explain how to thrive and be involved in your online academic environment

- Describe academic integrity in your role as a scholar and student
- Explain the professional path you have chosen, both during and after college including experiential learning experiences such as coops, internships, etc.

## Required Materials

There are no required materials to begin this course beyond the technology requirements listed below. Readings and videos will all be provided under the Modules area.

## Technology Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- [Adobe Flash Player](#) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

*Note:* A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

## Course Access

Your ASU courses can be accessed by both [my.asu.edu](#) and [asu.instructure.com](#); bookmark both in the event that one site is down.

## Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

## Assignments

There are several types of assignments for this course:

### **Quizzes (31% of your final grade)**

There are several "open-book" quizzes throughout the course to check your knowledge on the readings and videos for each topic. Quizzes may have multiple choice, fill-in-the-blank, or matching questions. You'll be allowed one attempt for each quiz, and you'll have unlimited time to complete each one once you begin as long as it's complete by the due date.

### **Worksheets (22% of your final grade)**

Some assignments will ask you to complete worksheets where you'll answer questions about your goals, which classes you plan on taking in the future, or other topics. For these assignments, you'll download a blank worksheet, fill it out, and submit your completed worksheet into the assignment dropbox.

### **Screenshot submissions and surveys (17% of your final grade)**

Some assignments in this course will require you to complete activities on a separate site and take a screenshot of the final result or confirm the date you completed the activity. Here's a helpful website on [how to take a screenshot](#)

### **Yellowdig discussions (30% of your final grade)**

One of your weekly tasks is to engage in conversations with your instructor and peers on the discussion app *Yellowdig*. You'll learn more information about this in the Getting Started Module page [Introduction to Yellowdig for course conversations](#)

## **Grading**

There are 1000 total points in this course, with 10 points corresponding to 1% percentage point of the final grade. Your grade will be determined based on the following grading scheme:

<b>Grade</b>	<b>Percentage</b>	<b>Points Range</b>
A+	100% - 97%	1000 - 970
A	<97-94%	969 - 940
A-	<94-90%	939 - 900
B+	<90-87%	899 - 870

B	<87-84%	869 - 840
B-	<84-80%	839 - 800
C+	<80-77%	799 - 770
C	<77-70%	769 - 700
D	<70-60%	699 - 600
E	<60%	599 - 0

## Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the [Time Converter](#) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

## Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grades on quizzes will be immediately available, and other assignments are typically graded within 72 hours of the due date. Please refer to the Grades area for your scores and feedback.

## Late or Missed Assignments

If an urgent situation arises and you are unable to submit the assignment on time, please notify the instructor **BEFORE** an assignment is due. We understand that emergencies and difficult situations happen and we want to work with you to ensure your success.

For incidents where you don't connect with the instructor beforehand, the late policy is that you can still receive up to half-credit on late assignments. There's no need to contact the instructor for late submissions, but we welcome any questions or concerns you have if you'd like assistance. All assignments must be submitted by the last day of the course. See the [ASU academic calendar](#) for specific dates.

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

## Communicating With the Instructor

### Help Forum

This course uses a forum titled "Help Forum" for general questions and comments about the course or any assignments. Prior to posting a question or comment, check the syllabus, announcements, and existing posts to ensure it's not redundant. You are encouraged to respond to the questions of your classmates if you have a helpful answer.

If you have an issue or question of a more personal nature, please email your instructor directly. You can typically expect a response within 48 hours.

### Email

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.***

### Yellowdig Conversations

For broader questions or discussions about ASU and the student experience, you're welcome to connect with your instructor and others on the Yellowdig board for course conversations. You'll learn more information about this in the Getting Started page Introduction to Yellowdig for course conversations.

## Student Success

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
- access [ASU Online Student Resources](#)

## **ASU Online Course Policies**

View the [ASU Online Course Policies](#)

## **Accessibility Statements**

View the Accessibility section to review accessibility statements for common tools and resources used in ASU Online courses.

## **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 and the course site often.