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**COURSE SYLLABUS**

**RHU 101:  ONLINE LEARNING SEMINAR**

**INSTRUCTOR:**Erin Hager Henthorne, MPA, EdD

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**COURSE SCHEDULE:** Fall Semester / Session 1: August 14th - October 8th, 2023

**TEXTBOOK:**

Individual reading assignments shall be provided by the instructor and imbedded within the Canvas course room.  A textbook is not required.  It is suggested students obtain the following resource for this course and for future reference in other courses:

*Publication manual of the American Psychological Association*(7thed.). (2020). Washington, DC: American Psychological Association.  (Optional)

**COURSE DESCRIPTION:**

This course is an introduction to learning in the online environment at Reinhardt University. Topics include navigation of the virtual classroom, overview of University departments and procedures, library services, and skills necessary for academic success.

**STUDENT LEARNING OUTCOMES:**

After completing this course, the student will be able to:

* Demonstrate ability to navigate and submit assignments in the online course room
* Demonstrate understanding of enrollment, academic and institutional policies
* Explain the purpose of a college education in relation to personal and professional development
* Define and provide examples of critical thinking
* Explain how planning, prioritizing, and time management impact academic success
* Demonstrate ability to utilize online academic support services and library resources
* Demonstrate understanding of the University’s Academic Integrity Policy
* Demonstrate understanding of academic expectations in writing and research
* Demonstrate ability to employ APA 7th edition format in citations and references

COURSE POLICIES AND PROCEDURES

**ACADEMIC INTEGRITY:**

All assignments must be completed by the learner. Learners are expected to read and adhere to the Academic Integrity section of Reinhardt University’s Academic Catalog. Cases of academic dishonesty may result in expulsion from the University, a failing grade for the course, or a failing grade for the assignment.

The following are recognized as unacceptable forms of academic behavior at Reinhardt University:

1. Plagiarizing, that is presenting words or ideas not your own as if they were your own. The words of others must be enclosed in quotation marks and documented. The source of the distinctive ideas must also be acknowledged through appropriate documentation. (NOTE: Strictly adhere to APA citation and referencing guidelines to avoid this).
2. Submitting a paper written by another student or another person as if it were your own.
3. Submitting a paper containing sentences, paragraphs, or sections lifted from another student’s work or other publication; there must be written documentation.
4. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
5. Fabricating evidence or statistics that supposedly represent your original research.
6. Cheating of any sort on tests, papers, projects, reports, etc.
7. Using the internet inappropriately as a resource. See 3 above.

**COURSE REQUIREMENTS/ASSIGNMENTS:**

Knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all coursework. Methods of instruction and learning include module reading assignments, video lectures, discussion posts, individual research, and essay assignments. Learners are expected to complete all module activities during the week they are assigned and in the manner prescribed.

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| --- | --- |
| Reading Assignments:     | Learners are expected to complete assigned readings for each module prior to participating in discussions and submitting assignments.   |
|    |   |
| Video Lectures:     |   | Learners are expected to view all assigned video lectures for each module prior to participating in discussions and assignments.  The instructor reserves the right to impose an academic penalty for non-compliance.   |
| Module Assignments:        |   | Learners must submit individual module essay assignments by the deadline specified within individual Module Academic Requirement  Announcements.  Module essay assignments often have more than one part.  Be sure to answer **each part**of each question.  Learners must adhere to the minimum word count specified for each assignment.  Assignments must adhere to the citation and referencing guidelines contained in the 7th Edition APA Manual.  Use your own words to communicate ideas and incorporate source material to support your assertions as required within individual assignment directions.  Learners must also employ proper grammar, punctuation, and correct spelling in all submissions.      |
| Module Quizzes:   |   | A minimum of four quizzes will be given during this course.  Additional quizzes will be added at the discretion of the instructor.      |

**EVALUATION & GRADING:**

The following grading scale will be utilized in the determination of the student’s course grade:

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| --- | --- |
| Percentage of Points Earned | Corresponding Letter Grade |
| 90 to 100% | A |
| 80 to 89% | B |
| 70 to 79% | C \*Grade of C or higher is required |
| 60 to 69% | D |
| 0 to 59% | F |

**FINAL AVERAGE BREAKDOWN:**

|  |  |
| --- | --- |
| Module Discussion Assignments | 40% |
| Module Assignments | 40% |
| Module Quizzes | 20% |

**The following online attendance information is extremely important and I highly encourage for you to read this as you begin this course.**

**ONLINE ATTENDANCE AND WITHDRAWAL POLICY:**

Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed because of absence. Since class sessions function not merely for individual learning but also for group interaction, absences can become a serious problem both for the individual and for the group.

Online courses are delivered over a period of eight weeks with activities and assignments specified for each week.  An online week is defined as being Monday 12:00 AM (EST) through Sunday at 11:59 PM (EST).  Deadlines for attendance are based on Eastern Standard Time.

A student will be considered in attendance for a given week of online instruction if he or she participates in the course.  Participation is defined as posting a response to a discussion assignment or submitting a completed course room activity/assignment during the online week prior to Sunday at 11:59 PM (EST).

Initial Course Participation

A student who fails to participate during the first 8 calendar days of a course shall be administratively dropped from the course.

Ongoing Course Participation

Ongoing course participation is satisfied through the continued completion of course room activities, such as assignments or discussion question responses.  Students who do not participate in a course for 7 or more consecutive days are not satisfying ongoing course participation.

Students who are not satisfying the ongoing course participation requirement will be notified by the instructor via University email.  The learner must resume participation in the course within 3 calendar days following the sending of this notification.

Students who do not resume participation in the course will be administratively withdrawn from the course and issued a grade of “W” or “F”.  A grade of “W” will be issued if the administrative withdrawal occurs before 11:59 PM on Monday of the fifth week of the course.

Students may be impacted academically and financially in the case of voluntary and administrative

withdrawals.  It is the student’s responsibility to understand these implications.

LATE WORK POLICY:

It is the student’s responsibility to inform the instructor if they experience circumstances preventing the submission of work due for the assigned week and to request an extension for which to submit their late assignment(s) prior to the assignment due date/ending of the assigned week (usually Sundays at 11:59pm EST, unless noted otherwise). If the student fails to contact the instructor to inform of those circumstances prior to the due date of the assignment, it is at the instructor’s discretion to accept or reject the late assignment for grading. It is also at the instructor’s discretion to assess a deduction of points due to being late in submitting the work. It is in the student’s best interest to contact the instructor prior to the assignment due date to inform and request an extension, if appropriate. Lack of time management on the student’s behalf is not an acceptable reason or circumstances.

                           Online Academic Support Services

Reinhardt University offers academic support services for online students through BrainFuse HelpNow. Services include access to live tutors, writing lab assistance, and study center

resources. These resources are offered at no additional charge and are available on demand at:  [Links to an external site.http://www.brainfuse.com/highed/helpNow.asp?a\_id=68F429E2&ss=&rLinks to an external site.=Links to an external site.](http://www.brainfuse.com/highed/helpNow.asp?a_id=68F429E2&ss=&r)

**NON-DISCRIMINATION STATEMENT:**

Reinhardt University does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

**CREDIT HOUR STATEMENT**

Courses offered in an 8-week session are twice as intensive as those held during a traditional full semester.  Each week students should expect to spend 14 hours interacting with course content through a combination of direct instruction and out of class student work.  Examples of direct instruction may include viewing or reading course lectures, engaging in class forum discussions with the course instructor and other students, viewing or reading supplementary online content required by the instructor, completing course quizzes and/or examinations, and reading instructor announcements related to course material and instructor feedback on assignments.  Examples of out of class student work may include reading the assigned course textbook, doing independent library research, completing essay assignments, developing more extensive research papers, and studying in preparation for exams and quizzes.

**PROJECTED LEARNING SCHEDULE:**

MODULE #1 (1 Week): August 14th - 20th, 2023

* Orientation to Canvas learning management system
* Understanding the purpose of a college education in relation to personal / professional development
* Understanding of critical issues pertaining to sexual assault, relationship violence and stalking to comply with requirements established under federal law and enforced by the U.S. Department of Education.
* Introduction to online research databases and effective research steps, BrainFuse tutorial services, and enrollment and institutional policies

MODULE #2 (1 Week): August 21st - 27th, 2023

* Introduction to APA (7th edition) writing style
* Introduction to critical thinking

MODULE # 3 (1 Week): August 28th - September 3rd, 2023

* Overview of academic integrity policies and consequences of academic dishonesty
* Understanding the relationship between time management and academic success
* Utilization of BrainFuse’s writing services

MODULE #4 (1 Week): September 4th - 10th, 2023

* The importance of planning, prioritizing, and time management in relation to academic success in online studies
* Continuation of understanding the importance of writing skills and critical thinking
* Tips on writing a concise abstract for a research paper
* Composing a scholarly essay on Time Management
* Creating outline of an APA style research paper

MODULE #5 (1 Week): September 11th - 17th, 2023

* Understanding the importance of writing skills and critical thinking
* Understanding the process of critiquing a scholarly article

MODULE #6 (1 Week): September 18th - 24th, 2023

* Preparation of an annotated bibliography
* Understanding connections between academic dishonesty and personal / professional ethics
* Continuation of composing an APA style research paper

MODULE #7 (2 Weeks): September 25th - October 8th, 2023

* Submission of final draft of an APA style research paper along with Brainfuse feedback
* Completion of sexual assault, relationship violence and stalking awareness / prevention course to comply with requirements established under federal law and enforced by the U.S. Department of Education.
* Course review and application of principles