



Orientation Syllabus

UNIV/100 Version 12
University of Phoenix Orientation Workshop

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Course Description

This 3-week orientation workshop helps students be successful in college. Students practice using the Online Learning System (OLS), learn techniques to be successful in college, begin career planning, and identify useful university services and resources.

Policies

In every course at the University of Phoenix, faculty and students will be held responsible for understanding and adhering to all policies contained within the following two documents:

- University [policies](#): You must be logged into the student website to view this document.
- Instructor [policies](#): This document may be accessed from the student website.

University policies are subject to change. Be sure to read the policies at the beginning of each class. Policies may be slightly different depending on the modality in which you attend class. If you have recently changed modalities, read the policies governing your current class modality.

Course Materials

All electronic materials are available on the student website at <https://ecampus.phoenix.edu>.

Adobe® Flash® download: <http://get.adobe.com/flashplayer/>

Adobe® Shockwave® download: <http://get.adobe.com/shockwave/>

Week One: Going to Class			
	Details	Due	Points
Objectives	<p>1.1 Identify eCampus and the Online Learning System (OLS) features and tools.</p> <p>1.2 Prepare computer set-up for class.</p> <p>1.3 Recognize attendance and participation requirements.</p> <p>1.4 Discuss appropriate academic communication practices.</p>		
Recommended Learning Activity Review Facilitator Posts	<p>Log in to the student website at https://ecampus.phoenix.edu.</p> <p>Click the Discussion link on the UNIV/100 website to enter the Online Learning System (OLS). Explore the Main, Course Materials, Individual, and Chat Room forums to locate the materials your facilitator has posted for you.</p> <ul style="list-style-type: none"> • Read the Facilitator Welcome and Week 1 Overview in the 	Day 1	

	<p>Main forum.</p> <ul style="list-style-type: none"> • Review the Orientation Workshop Calendar posted in the Course Materials forum. • Read and respond to the welcome note posted to your Individual forum. 		
<p>Recommended Learning Activity Review UNIV Materials and Resources</p>	<p>Click the Materials link on the UNIV/100 website.</p> <ul style="list-style-type: none"> • Review the Read Me First in the Week 1 Materials. Follow the instructions in this reading to access the orientation materials and resources on the UNIV/100 website. This reading also discusses OLS forums and how to post assignments. • Review the University of Phoenix Material: Saving Assignments. • Review the Computer Basics Tutorial, the Microsoft® Office Tutorials or the Mac Users tutorials in the Course Outline if you need assistance with basic computer tasks. 	Day 1	
Reading	Read Communication in the Classroom in the Week 1 Materials section of the student website.	Day 2	
Reading	Read Online Learning System (OLS) Environment in the Week 1 Materials section of the student website.	Day 4	
Reading	Read Online Learning System (OLS) Functionality in the Week 1 Materials section of the student website.	Day 4	
Reading	Read Online Learning System (OLS) Quick Reference Guide in the Week 1 Materials section of the student website.	Day 4	
Participation	<p>Prepare to participate in class discussion by reviewing the readings or videos included with the discussion questions. Review each discussion question, and post your response to the Main forum. Your initial responses are required assignments.</p> <p><i>Note:</i> You may post additional discussion messages to practice writing substantive messages. We encourage you to post two substantive discussion messages to other students' responses or your facilitator's responses 4 days each week in the Main forum. Substantive messages must be related to the week's topics and include new ideas, personal perspectives, and examples.</p> <p>Review the Substantive Participation tutorial if you need help with writing substantive messages. This tutorial may be accessed from the Attendance and Participation Videos and Tutorials link in the Week 1 Materials.</p>		
<p>Discussion Question Week 1 DQ 1</p>	<ol style="list-style-type: none"> 1. Log in to the student website at https://ecampus.phoenix.edu. 2. Click the Materials link on the Home page and then the 	Day 2	1

	<p>Week 1 topic link.</p> <p>3. Click the following links in the Week 1 Materials to view the videos for this discussion question:</p> <ul style="list-style-type: none"> • Welcome to University of Phoenix - Stedman Graham video • What is Your Learning Path? - Suze Orman video • Why Do You Want to Go to School? - Suze Orman video <p>4. Write a 100- to 150-word response to the following discussion question:</p> <p>Introduce yourself to your classmates. Share your background and explain why you decided to go back to school. In addition, discuss the following:</p> <ul style="list-style-type: none"> • What courses, degree program, or career path interests you? • What do you hope to learn during University Orientation? <p>5. Post your response to the discussion question thread posted by your facilitator in the Main forum.</p>		
<p>Discussion Question Week 1 DQ 2</p>	<p>1. Log in to the student website. Click the Materials link on the Home page, and then the Week 1 topic link.</p> <p>2. Click the Student Orientation Videos link, located in the Week 1 Materials.</p> <p>3. Review the Introduction, Classroom, Discussion, Assignments, Library, and Financial videos. Make notes about any parts of the videos you find helpful or interesting.</p> <p>4. Write a 100- to 150-word response to the following discussion question:</p> <p>What tips did you learn from the orientation videos that will help you and your classmates be successful at University of Phoenix? Discuss at least one tip from each video, and explain why you think it is useful.</p> <p>5. Post your response to the discussion question thread posted by your facilitator in the Main forum.</p>	<p>Day 5</p>	<p>1</p>
<p>Individual Assignment 1: Communication in the Classroom</p>	<p>Locate Microsoft® Word on your computer. To do this, complete the following steps:</p> <ol style="list-style-type: none"> 1. Click the Start button. 2. Select the All Programs option. 3. Select the Microsoft® Office option. 	<p>Day 2</p>	<p>1</p>

	<p>4. Click the Microsoft® Word program.</p> <p><i>Note:</i> If you do not have Microsoft® Word installed on your computer, you may download the free Office 365 trial version at http://office.microsoft.com/en-us/try/.</p> <p>Complete the following steps after you install and locate Microsoft® Word on your computer:</p> <ol style="list-style-type: none"> 1. Read Communication in the Classroom. 2. Open a new Microsoft® Word document. 3. Write a 100- to 150-word response to the following questions: <ul style="list-style-type: none"> • What is the difference between a discussion you have in a college class and a casual conversation with a friend? • What are three different ways you can demonstrate respect for your fellow classmates during class discussions? 4. Save your document as Week 1 Assignment 1. 5. Submit your answers as a Microsoft® Word attachment to the Assignments link for Week 1 Assignment 1 on the student website. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>		
<p>Individual Assignment 2: OLS and eCampus Scavenger Hunt</p>	<ol style="list-style-type: none"> 1. Log in to the student website. Click the Materials link on the Home page, and then the Week 1 topic link. 2. Click the OLS and eCampus Scavenger Hunt link in the Week 1 Materials. Follow the instructions in the multimedia activity to answer the questions and retrieve your answers. You may refer to the OLS readings as you complete the activity. 3. Save your answers in the auto-generated Word document as a .doc or .docx and title it Week 1 Assignment 2. 4. Submit this document as a Microsoft® Word attachment to the Assignments link for Week 1 Assignment 2. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>	<p>Day 4</p>	<p>1</p>
<p>Individual Assignment 3: Attendance and Participation Quiz</p>	<ol style="list-style-type: none"> 1. Log in to the student website. Click the Materials link on the Home page, and then the Week 1 topic link. 2. Review the Attendance and Participation Videos and 	<p>Day 6</p>	<p>1</p>

	<p>Tutorials in the Week 1 Materials. These videos and tutorials have been provided to help you learn how to successfully post for attendance and participation, and will help you complete the Attendance and Participation Quiz.</p> <ol style="list-style-type: none"> 3. Click the Attendance and Participation Quiz link in the Week 1 Materials. Follow the instructions in the multimedia activity to answer the questions and retrieve your answers. You may refer to the videos and tutorials as you complete the quiz. 4. Save your answers in the auto-generated Word document as a .doc or .docx and title it Week 1 Assignment 3. 5. Submit this document as a Microsoft® Word attachment to the Assignments link for Week 1 Assignment 3. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>		
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<i>Week Two: Success Techniques</i>			
	<i>Details</i>	<i>Due</i>	<i>Points</i>
Objectives	<p>2.1 Discuss time management, goal setting, and motivation strategies.</p> <p>2.2 Locate articles using the University Library.</p> <p>2.3 Identify eCampus resources.</p> <p>2.4 Evaluate your working style.</p>		
Reading	Read Goal Setting for Students in the Week 2 Materials section of the student website.	Day 2	
Reading	Read Making Time for School in the Week 2 Materials section of the student website.	Day 2	
Reading	Read Get in the Learning Zone in the Week 2 Materials section of the student website.	Day 2	
Reading	Read University Resources in the Week 2 Materials section of the student website.	Day 4	
Participation	<p>Prepare to participate in class discussion by reviewing the readings or videos included with the discussion questions. Review each discussion question, and post your response to the Main forum.</p> <p>Refer to Week One of the syllabus for specific details regarding substantive participation.</p>		

<p>Discussion Question Week 2 DQ 1</p>	<p>1. Review the following list of potential obstacles. Select two obstacles you anticipate will be your greatest challenges to staying committed to your goal of getting a college degree.</p> <ul style="list-style-type: none"> • Missing an assignment due date • Receiving a low grade on an assignment, quiz, or test • Dealing with time constraints • Experiencing an unexpected event (such as a sick child, overtime at work, or computer problems) that affects the study time you planned • Discovering school takes more time than you thought or planned for • Losing interest or motivation • Feeling tired or exhausted <p>2. Write a 100- to 150-word response to the following discussion question:</p> <p>Describe the details of the two obstacles as they apply to you. Which strategies from the Goal Setting, Making Time for School, and Get in the Learning Zone readings might you use to overcome these obstacles?</p>	<p>Day 2</p>	<p>1</p>
<p>Discussion Question Week 2 DQ 2</p>	<p>1. Log in to the student website. Click the Materials link on the Home page, and then the Week 2 topic link.</p> <p>2. Click the following links in the Week 2 Materials to view the videos for this discussion question:</p> <ul style="list-style-type: none"> • Plan of Action - Stedman Graham video • Rules of the Road - Stedman Graham video • Time Management Podcasts - Listen to all three audio podcasts. <p>3. Write a 100- to 150-word response to the following discussion question:</p> <p>How might you use the strategies you learned from the Stedman Graham videos and Time Management podcasts to overcome the obstacles you identified in DQ 1? Which strategies do you think will be most effective to help you balance school, your personal life, and work? Explain why.</p> <p>4. Post your response to the discussion question thread posted by your facilitator in the Main forum.</p>	<p>Day 5</p>	<p>1</p>
<p>Individual Assignment 1: University Library Search</p>	<p>1. Log in to the student website. Click the Library tab from your Home page and then the University Library link located below the Library tab.</p> <p>2. Select the General Resources link located below Library Resources.</p>	<p>Day 3</p>	<p>1</p>

	<ol style="list-style-type: none"> 3. Select the EBSCOhost[®] link. 4. Begin a search related to jobs, education, or salary trends for a career in which you are interested. Enter the publish dates <i>January 2010 to January 2012</i>. Then, click Search. 5. Locate and read two articles related to the jobs, education, or salary search you initiated in step 4. To read the articles, click the title, HTML Full Text, or PDF Full Text links. 6. Click the Library Search Worksheet link in the Week 2 Materials. Click Save to download the document to your computer. 7. Complete all sections of the tables for Article 1 and Article 2 in the Library Search Worksheet document. 8. Save this document as Week 2 Assignment 1. 9. Submit your completed Library Search Worksheet as a Microsoft[®] Word attachment to the Assignments link for Week 2 Assignment 1. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>		
<p>Individual Assignment 2: University Resources Search</p>	<ol style="list-style-type: none"> 1. Log in to the student website. Click the Materials link on the Home page, and then the Week 2 topic link. 2. Click the University Resources Search link in the Week 2 Materials. Follow the instructions in the multimedia activity to answer the questions and retrieve your answers. You may refer to the University Resources reading as you complete the activity. 3. Save your answers in the auto-generated Word document as a .doc or .docx and title it Week 2 Assignment 2. 4. Submit your answers as a Microsoft[®] Word attachment to the Assignments link for Week 2 Assignment 2. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>	<p>Day 4</p>	<p>1</p>
<p>Individual Assignment 3: Working Styles Inventory</p>	<ol style="list-style-type: none"> 1. Log in to your student website. Click the Materials link on the Home page, and then the Week 2 topic link. 2. Click the Working Styles Inventory link in the Week 2 Materials. 	<p>Day 7</p>	<p>1</p>

	<ol style="list-style-type: none"> 3. Follow the instructions for the survey. When finished, click Get Document to download your results to a Word document. 4. Save your responses in the auto-generated Word document as a .doc or .docx and title it Week 2 Assignment 3. 5. Submit your results as a Microsoft® Word attachment to the Assignments link for Week 2 Assignment 3. <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>		
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Week Three: Invest in Yourself

	Details	Due	Points
Objectives	<ol style="list-style-type: none"> 3.1 Recognize the importance of responsible borrowing. 3.2 Create a career exploration plan. 		
Reading	Read University of Phoenix Career Resources in the Week 3 Materials section of the student website.	Day 3	
Participation	<p>Prepare to participate in class discussion by reviewing the readings or videos included with the discussion questions. Review each discussion question, and post your response to the Main forum.</p> <p>Refer to Week One of the syllabus for specific details regarding substantive participation.</p>		
Discussion Question Week 3 DQ 1	<ol style="list-style-type: none"> 1. Log in to the student website. Click the Materials link on the Home page, and then the Week 3 topic link. 2. Click the following links in the Week 3 Materials to view the videos for this discussion question: <ul style="list-style-type: none"> • Responsible Borrowing - Student Orientation video • Invest in Yourself - Suze Orman video • The Value of a Degree - Suze Orman video 3. Write a 100- to 150-word response to the following discussion question: <ul style="list-style-type: none"> • What are the two most important ideas you learned from watching the Responsible Borrowing and the two Suze Orman videos? • Based on what you learned from viewing the videos, write at least one question you will ask your University 	Day 2	1

	<p style="text-align: center;">of Phoenix Financial Advisor.</p> <p>4. Post your response to the discussion question thread posted by your facilitator in the Main forum.</p>		
<p>Discussion Question Week 3 DQ 2</p>	<p>1. Write a 100- to 150-word response to the following discussion questions:</p> <ul style="list-style-type: none"> • What are three important things you learned during University Orientation? How will this help you be a successful University of Phoenix student? • If you have any remaining questions, please post them as well. <p>2. Post your response to the discussion question thread posted by your facilitator in the Main forum.</p>	Day 5	1
<p>Individual Assignment 1: Career Exploration Plan</p>	<p>1. Log in to your student website. Click the Materials link on the Home page, and then the Week 3 topic link.</p> <p>2. Click the Career Exploration Plan Worksheet link in the Week 3 Materials. Click Save to download the worksheet to your computer.</p> <p>3. Complete the tables in all four sections of the Career Exploration Plan Worksheet. Follow the directions within the worksheet for accessing the Career Interests Profiler and Job Market Research tool to complete the tables in the worksheet.</p> <p>4. Save your completed Career Exploration Plan Worksheet as Week 3 Assignment 1.</p> <p>5. Submit your completed worksheet as a Microsoft® Word attachment to the Assignments link for Week 3 Assignment 1.</p> <p><i>Note:</i> Review the University of Phoenix Material: Saving Assignments or the Read Me First for specific instructions on how to save documents and submit your assignments.</p>	Day 3	1
<p>Individual Assignment 2: Career Goals Reflection</p>	<p>1. Review the Career Resources reading and your completed Career Exploration Plan Worksheet.</p> <p>2. Write a 100- to 150-word summary reflecting on what you learned from completing the Career Interests Profiler and the Job Market Research tool. Include your answers to the following questions in your summary:</p> <ul style="list-style-type: none"> • How do you think your academic program will help you achieve your career goals? • How might you use your Career Exploration Plan 	Day 4	1

	<p style="text-align: center;">Worksheet to develop specific career goals?</p> <ul style="list-style-type: none"> • Why is it important for you to plan goals for your career while you earn your degree? <p>3. Save your summary in a Microsoft® Word document and title it Week 3 Assignment 2.</p> <p>4. Submit your summary as a Microsoft® Word attachment to the Assignments link for Week 3 Assignment 2.</p>		
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