Course Summary

Course: COLL100  Title: Foundations of Online Learning  
Length of Course: 8  Amy Peterson  Angela Gibson  Angela Gibson  APUS Faculty  APUS Faculty  Brian Blodgett  
Prerequisites: N/A  Credit Hours: 3

Description

Course Description: This course is designed to provide a solid foundation for undergraduate study in the online environment. In addition to learning how to navigate the ecampus and classroom, students will be introduced to online library research, digital hygiene, and multimedia presentation strategies. There is an emphasis on communication to assist students in the transition to the online environment.

Course Scope:

This course introduces students to the online learning environment with an emphasis on presenting and practicing strategies that are designed to prepare them for the challenges of online learning. More specifically, students explore the Trefrey Online Library and practice locating, retrieving, and storing information relevant to college coursework. In addition, given people’s online presence today, students will acquire the tools to critically evaluate digital solutions like cloud storage, to self-manage their digital footprint, and to be mindful of personal privacy issues as the presence of technology increases in their personal lives.

All of the student's work culminates in a single-multimedia presentation that showcases their research skills and knowledge around digital tools.

Objectives

After successful completion of this course, you will be able to:

1. Identify ethical and efficient learning practices
2. Use established criteria to evaluate information
3. Summarize economic, ethical, legal, privacy, and security issues related to the storage and use of digitally-mediated information
4. Describe the principles related to responsibly locating, retrieving, and using information in the digital world
5. Use technology to categorize, organize, critique, and present information
Outline

Week 1: Welcome and Introductions

Learning Objectives

These objectives are written out in the Course Objectives area of this syllabus.

- CO-1

Readings

Credo:

Why Information Literacy Matters

The Research Process and Lesson Quiz 1 (The quiz is in the Credo Courseware site.)

Choosing a Topic and Lesson Quiz 2

Please review under the weekly lesson for additional required reading each week.

Assignment(s)

Forum:

Week 1 Forum: Introduce Yourself

Understanding Security:

Email Security

Week 2: Select & Evaluate a Source, and Reflect on Research Process

Learning Objectives

- CO-2
- CO-4

Readings

Credo:

Types of Sources and Lesson Quiz 3

Search Strategies and Lesson Quiz 4

Search Techniques and Lesson Quiz 5

Assignment(s)

Forum:

Week 2 Forum: Select & Evaluate a Source

Assignment:
Week 2: Concept Map & Short Paragraph

Week 3: Economic, Ethical, Legal, Privacy, and Security Issues

Learning Objectives

- CO-1
- CO-3

Readings

Credo:

Why Citations Matter and Lesson Quiz 6

Citation Tools – no quiz

Other Citation Styles – no quiz

Managing Classroom and Research Data and Lesson Quiz 9

Complete the reading and quiz for the citation method you plan to use in this course:

APA Citations and Lesson Quiz 7

MLA Citations and Lesson Quiz 8

Assignment(s)

Forum:

Week 3 Forum: Economic, Ethical, Legal, Privacy, & Security

Assignment:

Week 3: Source Search Worksheet & Short Paragraph

Week 4: Student-Selected Source Idea List and Summary & Plagiarism and Honesty

Learning Objectives

- CO-1
- CO-2
- CO-3
- CO-4

Readings

Credo:

How to Read Scholarly Materials and Lesson Quiz 10

Evaluating Information and Lesson Quiz 11

Extending Evaluation and Lesson Quiz 12

Academic Integrity and Lesson Quiz 13

Assignment(s)
Forum:

Week 4 Forum: Plagiarism & Honesty

Skills Quiz: (see nav buttons for quizzes)

English Skills Assessment

Math Skills Assessment

Week 5: Principles of Responsibly Locating, Retrieving, and Using Information

Learning Objectives

- CO-1
- CO-2
- CO-4
- CO-5

Readings

Credo:

Review again:

Search Strategies and Search Techniques

New:

Synthesizing Information and Lesson Quiz 14

Presentations and Lesson Quiz 15

Assignment(s)

Forum:

Week 5 Forum: Multimedia Tool Selection

Assignment: Week 5: Formatted Word document with Annotated Bibliography

Week 6: Marketing, Security, Inventory, or Invasion of Privacy? & Digital “Footprint” Permanence

Learning Objectives

- CO-2
- CO-3
- CO-4

Readings

Credo:

Social Issues and Lesson Quiz 16

Ethical Management of Information and Lesson Quiz 17

Managing Personal Information and Lesson Quiz 18
Preserving Information and Lesson Quiz 19

Assignment(s)

Forum:

Week 6 Forum: Digital Footprint

Week 6 Forum: Planning for the Next Course

Understanding Security:

Safe Social Networks

Week 7: Multimedia Tool Review & Reflection-Is it Effective? & The Process (efficiency) of Categorizing, Organizing, Critiquing, and Presenting Information

Learning Objectives

- CO-1
- CO-3
- CO-4
- CO-5

Readings

Assigned Readings:

Credo:

Review again: The Research Process

Assignment(s)

Forum:

Week 7 Forum: The Process

Assignment: Final presentation

Week 8: Sharing of Final Projects & Personal Digital Literacy Assessment

Learning Objectives

- CO-1
- CO-2
- CO-3
- CO-4
- CO-5

Readings

Assigned Readings:

No assigned readings this week. However, feel free to review any of the Credo material again.

Assignment(s)
Forums:

Week 8 Forum: Sharing presentations
Week 8: Reflection and Feedback

Understanding Security:

Mobile Device Security
Mobile App Security

Evaluation

Readings

Various topics will be covered throughout this eight (8) week course. You are expected to read each of the assigned articles, view the videos, and complete the practice exercises proposed to you.

Forum Participation - Discussions

There will be at least one (1) discussion question each week. You are required to respond to the instructor's initial prompt, as well as the postings of fellow learners. For the Week 1 Forum (first week), your initial response must be a minimum of 250 words in length to prevent being dropped from the class. The Week 1 post is due before midnight (ET) Sunday evening. For Weeks 2-8, guidelines change weekly and ultimately you are expected to be fully engaged in the Forums by responding to the initial prompt, managing your specific thread by answering the instructor's questions, conversing with your classmates, and asking questions of your classmates in their threads.

Final Research Presentation

The final assignment for this class will be a research presentation using an online technology. You will work incrementally toward your final project throughout the course.

**Final Research Presentation:** The final activity for this class is a research presentation. Students will be guided through its creation and revision all the way through the course.

The forums and assignments in this course will be evaluated using Grading Rubrics to help ensure objective and consistent scoring of your work. The Forum Grading Rubric is linked in the forum topic description for each week. The Grading Rubric for each assignment is linked directly to instructions, so you may access them easily before beginning your work. Go to the Assignment Tab, and click on View Details to access the Grading Rubric for each respective assignment.

Please view the following presentation that explains how to understand scoring rubrics:

Get your own valid XHTML YouTube embed code

Transcript:

This presentation is to help you understand how to use the scoring rubrics.

You may ask, what is a rubric? A rubric is used to help students and instructors evaluate the quality of work, assess learning, and clarify how the assignment is graded.

Used correctly, a rubric can improve your performance and help you earn the grade you desire.

You can use a rubric to judge the quality of your work prior to submitting.
Let’s look at one rubric used in this course – the forum rubric. There are 4 parts to this rubric: initial response, response to others, quality, and following directions.

The first part of the rubric addresses the initial response. To exceed in this area, you must fully answer the forum response AND add personal experience as well as add information from the lesson to highlight points in your response.

The second part of the rubric addresses response to peers. To exceed, you must respond to a minimum of 2 peers AND include 2 of the following: offer advice or a strategy, ask a question, provide an alternative point of view, acknowledge similar experience, or share a resources.

The third part of the rubric addresses the quality of all of your posts. This section of the rubric looks at spelling, grammar, netiquette, and if you are using appropriate vocabulary for the topic of the week.

The last part of the rubric is how well you follow directions. This includes responding to a minimum of 2 peers AND monitoring your own thread. Monitoring your own thread means you come back to the forum several times throughout the week and respond to any questions asked, even those asked by your instructor.

So, what is your ambition?

If you are looking for an A……

Use the rubric.

Thanks for watching.

Grading:

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<tr>
<td>Assignments</td>
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<td>Week 5: Annotated Bibliography</td>
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<td>Final Project</td>
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<td>Week 7: Final Career-Interest Presentation</td>
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<td>Placement Tests</td>
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Materials

**Book Title:** There are no required books for this course.

**Author:** N/A

**Publication Info:** N/A

**ISBN:** N/A

**Required Course Readings**

Each week in addition to the Required Reading presented in the lesson, additional resources may be provided to offer you background information or further your understanding of the terminology as well as the material for the week. Each week, you will be expected to read the Required Reading, participate in Credo interactive exercises, and review the additional resources.

**To register for Credo for the very first time,** complete the following steps:

1. Click here:
   
   https://apus.credocourseware.com/courses/course-v1:American-Public-University-System+COLL-100+OCT-2017/about

2. Click the “Enroll In” button.

3. This will prompt you to register for an account. Please complete the fields with your university e-mail, name, public username, and password. Please also be sure to tick the “Terms of Service” box.

4. Once you have completed the form you will see a screen that says you are not enrolled in any courses. Please check your email at this point as you will receive an email from Credo containing an activation link.

5. Please click the activation link to begin using your Credo access. Your course will appear in your My Courses list after you click this link.

To access your Credo courses in the future please navigate to https://apus.credocourseware.com and login using the e-mail and password you registered with to enroll in the course.

If you have difficulty with your registration, please contact Credo directly at: support@credoreference.com.

**Core Learning Foundations Guide**

The Core Learning Foundations Guide offers information regarding Richard G. Trefry Library access, basic search tips, writing and citation help, and information regarding digital literacy. To access the Core Learning Guide located within the Richard G. Trefry Library, please click here:

http://apus.libguides.com/corelearning

**Course Guidelines**

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University Policies

Student Handbook

- Drop/Withdrawal policy
- Extension Requests
- Academic Probation
- Appeals
- Disability Accommodations

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.