Course Number and Title

ACE 100 - Accelerate, Connect, Equip

Course Description

This course is designed to provide students with valuable skills and strategies that are essential to academic success. Students will apply a variety of learning strategies to advance their knowledge in six areas: using learning resources effectively, communication techniques, study skills, personal growth, academic writing skills, and critical thinking and research. Through engaging activities, application, and reflection the material covered in this course will support student success throughout their program. 3 semester credits.

Textbook

N/A

Course Learning Outcomes

Students completing this course should demonstrate the following:

CLO 1. Students will demonstrate an understanding of available learning resources and online classroom expectations.

CLO 2. Students will analyze effective strategies when communicating with others in discussion forums.

CLO 3. Students will categorize best practices for studying and completing assignments and exams.

CLO 4. Students will assess personal factors that influence academic success.

CLO 5. Students will apply academic writing guidelines to follow in order to avoid plagiarism.

CLO 6. Students will create an essay that demonstrates research and APA Style writing skills.

Unit Learning Outcomes

Unit 1
ULO 1.   Navigate student useful links provided in the online classroom and CalUniversity site
ULO 2.   Interpret information found in a course syllabus and grading rubrics
ULO 3.   Examine policies, procedures, and online classroom expectations

ULO 4.   Identify resources available for students that can enhance classroom success

Unit 2
ULO 1.   Determine the purpose of using discussion forums in online classrooms
ULO 2.   Analyze challenges students encounter when posting to discussion forums
ULO 3.   Reveal methods for effectively sharing ideas without offending others by using discussion board etiquette
ULO 4.   Demonstrate how to proficiently communicate with other participants in classroom discussions

Unit 3
ULO 1.   Examine practices for effective study skills including note taking and exam/assignment preparation
ULO 2.   Analyze methods for overcoming test taking anxiety
ULO 3.   Discover competencies in math and English skills

Unit 4
ULO 1.   Identify tendencies that lead to procrastinating
ULO 2.   Classify and apply best practices for time management
ULO 3.   Discover goal setting techniques to reach academic goals
ULO 4.   Analyze personal learning styles

Unit 5
ULO 1.   Identity the purpose of using APA writing style
ULO 2.   Classify APA writing style techniques
ULO 3.   Explain the importance of avoiding plagiarism
ULO 4.   Identity services offered through the Writing Center

Unit 6
ULO 1.   Apply APA Writing Style Guidelines
ULO 2.   Apply research techniques to find articles to support a viewpoint on a topic
ULO 3.   Write an research based essay that adheres to assignment instructions

Grade Percentage Table

Grade Percentage Table			
Assignment Due	**Due by end of**	**Grade Points**	**Grade Percentage**
Unit Discussion & Participation #1	Week 1	20	2%
Quiz #1	Week 1	120	12%
Unit Discussion & Participation #2	Week 2	20	2%
Quiz #2	Week 2	120	12%
Unit Discussion & Participation #3	Week 3	20	2%
Quiz #3	Week 3	120	12%
Unit Discussion & Participation #4	Week 4	20	2%
Quiz #4	Week 4	120	12%

Unit Discussion & Participation #5	Week 5	20	2%
Quiz #5	Week 5	120	12%
Course Project	Week 6	100	10%
Final Exam	Week 6	200	20%
Total Points		1,000*	100%*

Grading Rubrics

ACE 1000 - Course Project Grading Rubric					
Categories & Point Values	No Submission 0	Beginning 1-5	Emerging 6-10	Developed 11-15	Highly Developed 16-20
Organization	No attempt	Organized in a limited way and occasionally moves away from the central purpose	Organized adequately around a central purpose or thesis. There may be points that may not connect with the central purpose	Organized effectively around a clear central purpose or thesis	Organized in a manner that exceeds assignment requirements
Development	No attempt	Provides evidence that is too general or not clearly linked to positions/main point	Provides basic evidence to support positions/main points	Provides effective and specific evidence to support positions/main points	Provides outstanding and detailed evidence to support positions/main points
Language	No attempt	Demonstrates lack of sentence structure and limitations in word choice	Demonstrates adequate sentence structure and word choice	Demonstrates strong sentence structure and appropriate word choice	Demonstrates exemplary sentence structure and superior word choice
Mechanics	No attempt	Contains confusing errors in grammar, usage and conventions	Contains some minor errors in grammar, usage and conventions	Generally free from errors in grammar, usage and conventions	Completely free from errors in grammar, usage and conventions
APA Style	No attempt	Project shows many APA formatting mistakes.	Project shows some formatting mistakes.	Project shows minor formatting mistakes.	Project utilizes all APA elements covered by the assignment instructions.

Weekly Grading Rubric for Discussion Questions and Participation					

Weekly Requirements:
1. **Respond to One Discussion Question (DQ) per week (100 words minimum)**
2. **Post two substantive comments to notes posted by others**

DQ Scores
- **Maximum points per week: 20**
- **Maximum points per course: 100**

DQ Categories	Excellent	Good	Fair	Poor	Fail
	5	4	3	2	1
Content	Answer addressed the question. Demonstrated evidence of reading and understanding of concepts. Provided examples and applications of concepts.	Answer addressed the question. Demonstrated some evidence of reading and understanding of concepts.	Answer addressed some parts of question. No evidence of reading.	Answer did not fully address the question.	Answer did not address the question
Organization and Syntax	Exceed minimum requirements. Well-organized. No syntax errors. In-text citations	Met minimum requirements. Well –organized. Minor syntax errors	Met minimum requirements. Satisfactory flow. Several syntax errors	Partially met minimum requirements. Poor flow. Multiple syntax errors	Did not meet requirements
Grammar	No grammatical errors. Correct use of punctuation, spelling, word usage, and capitalization.	Contains a few grammatical errors including incorrect punctuation, spelling, word usage, or capitalization,	Contains some grammatical errors including incorrect punctuation, spelling, word usage, or capitalization.	Contains multiple grammatical errors including incorrect punctuation, spelling, word usage, or capitalization.	Contains serious grammatical errors including incorrect punctuation, spelling, word usage, or capitalization.
Participation	Three or more substantive comments, plus a post to original discussion for a total of three posts. Contributed to learning environment	Two comments. Some value-added contributions to learning	One or more posts; fair contribution to learning	One post. Need more substantive content	Zero comments or comments do not contribute to learning

Clock Hour Estimates

Clock Hour Estimates					
Assignments	DEAC Avg. Week	DEAC Benchmarks	Estimated (pages)	Avg. Hours Week	Total Term
Listening to or reading course lectures	25 pages / hr	25	80	3.2	19.2
Reading additional websites	25 pages / hr	25	60	2.4	14.4
Audio/video	22 pages / hr	22	25	1	7
Reading discussion forums	1 hour / week	1	1	1.5	7.5
Presenting & reading student reports	1 hour / week	1	0	0	0
Taking quizzes & exams	.5 hours / week	0.5	1	1.5	9
Required textbooks ordinary	30 pages / hr	30	0	0	0
Required textbooks difficult/journal articles	25 pages / hr	25	100	4	24
Reaction/reflection papers	1 hour / page	1	0	0	0
Case studies	1 hour / page	1	0	0	0
Research papers	3 hours / page	3	0	0	0
Study for quizzes and exams				4	24
Projects, and other assignments			12	5.5	33
Total estimated clock hours / Term					**138.1**

Weekly Course Schedule Activities

Week 1

- **View Unit 1 Presentation:** Learning Resources & Course Expectations
  - **Topics:** Available Resources, Password Issues, Exams attempts and timing, Rubrics, Bio Monday, Projects/Assignments, Discussion Boards, Participation, etc.
- **Read the article:** Password Issues: What to Do If You Forget Your Password or Need It Reset
- **Locate and review the following from the course:**
  - Course Syllabus
  - Grading Rubrics
  - Professor Policies/Expectations
  - Discussion Forum Grading Details
  - News Forum/Course Announcements/General Forum
  - Additional Resources
- **Navigate the CalUniversity Student Resource Center and review the following resources:**

- o Student Handbook
- o Introduction to Learn Center
- o Grammarly flyer
- o Grammarly User Manual
- o Ebook Tutorial
- o Course Resource Links
- **Read the following article:**
  - o 5 Tips to Succeed in an Online Course: http://www.usnews.com/education/online-education/articles/2013/01/14/5-tips-to-succeed-in-an-online-course
- **Submit Student Biography**
- **Participate in Discussion 1**: Respond to the following question in the Unit 1 Discussion
  - o Choose a learning resource you found in the classroom or on the CalUniversity site and explain how this resource can be beneficial to students as they progress through their degree program.
- **Complete Unit 1 Exam**

Week 2

- **View Unit 2 Presentation:** Communication Techniques
- **Navigate the CalUniversity Student Resource Center and review the following resources:**
  - o Proper Forum Activity
- **Read the following articles:**
  - o 5 Ways to Ace Discussion Board Assignments in an Online Class: http://www.usnews.com/education/online-education/articles/2015/04/03/5-ways-to-ace-discussion-board-assignments-in-an-online-class
  - o Discussion Board Do's and Don'ts: http://facultyecommons.com/discussion-board-dos-and-donts-a-handout-for-your-students/
  - o Email Etiquette for Students: https://owl.english.purdue.edu/owl/resource/694/01/
- **Watch the following videos from YouTube:**
  - o Participating in Discussion Boards: https://youtu.be/tg3y2A9pdtI
  - o Discussion Board Etiquette: https://youtu.be/tVqWcrMPxfY
  - o Discussion Board Netiquette: https://youtu.be/DwdqQjCfWSc
- **Participate in Discussion 2 :** *Choose and respond to one of the following questions in the Unit 2 Discussion:*
  - o What advice would you give students to help them overcome a fear of sharing ideas in a discussion forum and become proficient in posting in classroom discussions?
  - o Why is it important to make substantive posts in a class discussion?
  - o What behaviors are important to exhibit or avoid when considering discussion board etiquette?
- **Complete Unit 2 Exam**

Week 3

- **View Unit 3 Presentation:** Classroom Mastery
- **Read the following articles:**

  - o 10 Habits of Highly Effective Students: http://www.educationcorner.com/habits-of-successful-students.html
  - o Study Skills Guides: http://www.educationcorner.com/study-skills.html
  - o Multiple Choice Test Taking Strategies: http://www.educationcorner.com/multiple-choice-tests.html
- **Watch the following videos from YouTube:**
  - o Learning How to Learn: https://youtu.be/O96fE1E-rf8?list=PLTXjbOhu_VFy6zHxc8ug8A2-vPK5A0xDH

- How to Answer Multiple Choice Questions: https://www.youtube.com/watch?v=73ZDMd3KmjU
- Multiple Choice secrets Part 1 – Introduction to Multiple Choice: https://www.youtube.com/watch?v=QCM0kFeT7tk
- 4 Steps to Higher Scores on Multiple Choice Tests: https://youtu.be/MLE8r_mzx9g
- **Participate in Discussion 3:** *Choose and respond to one question in the Unit 3 Discussion:*
  - What advice would you give to other students to help them be successful online student? What topics would you like to know more about in order to be a successful online student?
  - Choose one of the topics in this unit, find an article or video that relates to the topic and share the link with your classmates. Reveal what you learned, agree with, or disagree with in the resource you shared.
- **Complete the Math and English Language Practice Exams**
- **Complete Unit 3 Exam**

Week 4

- **View Lesson 4 Presentation/Written Lecture:** Personal Growth
- **Read the following articles:**
  - Personal goal setting [Video and Article]: https://www.mindtools.com/page6.html
  - 4 Time Management Tips for Online Students: http://www.usnews.com/education/online-education/articles/2012/01/13/4-time-management-tips-for-online-students
  - Are You Struggling to Find Time to Learn Time Management?: http://www.time-management-guide.com/time-management.html
  - How to Beat Procrastination: https://hbr.org/2016/07/how-to-beat-procrastination
- **Watch the following videos:**
  - Inside the Mind of a Master Procrastinator: https://youtu.be/arj7oStGLkU
  - How to Stop Procrastinating: https://youtu.be/Qvcx7Y4caQE
  - Helping Students Who Procrastinate: https://youtu.be/mhFQA998WiA
- **Participate in Discussion 4:**
  - Take the Learning Styles Questionnaire in the Unit 4 Presentation: *Personal Growth* and reveal your learning preference. How can understanding you style help you process information. How can understanding the learning styles of others help you in a professional setting?
- **Complete Unit 4 Exam**

Week 5

- **View Lesson 5 Presentation/Written Lecture:** Academic Writing Skills
- **Navigate the CalUniversity Student Resource Center and review the following resources:**
  - Academic Integrity Policy
  - APA Basics
  - APA Formatting and Tools
  - Writing Center Presentation
  - VeriCite Plagiarism Scanner
  - VeriCite User Guide
  - Video Tutorial: How to Scan a Paper and Interpret a VeriCite Report
- **Read the following articles:**
  - On Paragraphs: https://owl.english.purdue.edu/owl/resource/606/01/
  - In-Text Citations: The Basicshttps://owl.english.purdue.edu/owl/resource/560/02/
  - General Format: https://owl.english.purdue.edu/owl/resource/560/01/
- **Watch the following videos:**

- o **Plagiarism**: **How to Avoid It**: https://youtu.be/2q0NlWcTq1Y
- o **Tips to Avoid Accidental Plagiarism**: https://youtu.be/rwOJvWhF_08
- o **APA In Text Citations:** https://youtu.be/fLlLIYxeGls
- o **Referencing Sources in APA Style:** https://youtu.be/gGtkh_-9OC0
- o **Basics of APA Style Tutorial:** http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
- o **APA Style of Writing:** https://youtu.be/FP5W9JE_WVw
- o **Purdue OWL:** APA Formatting – The Basics: https://youtu.be/pdAfIqRt60c
- o **Citation:** A (Very) Brief Introduction: https://youtu.be/IMhMuVvXCVw
- **Participate in Discussion 5:**
  - o Why is it important to learn how to give credit for the work and ideas of others? What negative results could occur if you knowingly or unknowingly plagiarized in an academic or professional setting?
- **Complete Unit 5 Exam**

Week 6

- **View Lesson 6 Presentation/Written Lecture:** Critical Thinking and Research
- **Navigate the CalUniversity Student Resource Center and review the following resource:**
  - o Learning to Use LIRN
- **Navigate to the Online Library – Library and Information Resources Network (LIRN)**
  - o **Click on the Training and Database tabs at the top of the LIRN page:**
    - ▪ *Training*: Visit the LIRN YouTube Page and watch videos that interest you in your search for support materials.
    - ▪ *Databases*: Select databases that relate to your field of study and find articles of interest to you. You will use this resource throughout your course of study.
- **Read the following articles:**
  - o Defining Critical Thinking: http://www.criticalthinking.org/pages/defining-critical-thinking/410
  - o Why Critical Thinking? http://www.criticalthinking.org/pages/our-concept-and-definition-of-critical-thinking/411
- **Watch the following videos:**
  - o Critical Thinking: https://youtu.be/6OLPL5p0fMg
  - o 5 Tips to Improve your Critical thinking: https://youtu.be/dItUGF8GdTw
  - o Basic Essay Structure: https://youtu.be/7P4fzbzwwAg
  - o Evaluating Sources for Credibility: https://youtu.be/PLTOVoHbH5c
- **Submit Course Project: ACE 1000 Essay**
- **Complete Final Exam**
- **Complete End of Course Survey**

Course Project Instructions: Compose an essay on a topic of interest to you and utilize a source. In the essay, answer the following questions: How can you apply information from your source to make you successful in your role as a student or professional in your field. Why is this information important?

Step 1: Choose a topic that interests you. Topics can include subjects covered in this course or other areas such as leadership, business practices, ethics, team building, management techniques, communication, employee morale, or other topics that relate to your student or professional life. Be creative!

Step 2: Find a source on your topic from the CIU Library or other credible site. This source will be used as evidence to support your ideas and experiences.

Step 3: Compose the essay using the following organizational pattern:

Organization:
   Paragraph 1: Grab reader's attention with a strong opening statement, intriguing anecdote, etc. Reveal your topic and thesis statement (your opinion of the topic). Include any pertinent background information such as why you chose this topic or why it is significant. Briefly state your main points.
   Paragraph 2+: Start with your first main point in this paragraph. Support your ideas by expanding on each main point with your own experiences and support material (real or hypothetical examples, facts, statistics, or important points from your source). Use APA Style in-text citations to identity paraphrased or quoted content from your source to support your own ideas/experiences. Transition to your next main point. *Note: Include a separate paragraph for each main point.*
   Concluding Paragraph: This is the final paragraph that wraps up your ideas and reinforces your topic. Restate the purpose/thesis of your essay, summarize your main points, close with a strong ending statement. If possible, try to refer back to the attention gaining device you used in the introduction to close your essay.
   Reference(s): Include a list of APA style sources (1 source minimum) you used to support your ideas. Each reference listed on this page should include a corresponding citation in your essay.

Project Guidelines:
   APA Style Template: Refer to the template provided for help with APA writing style and formatting.
   Page Count: 3 page minimum to include title page; essay introduction, body, and conclusion; reference page
   APA Style: Include the following APA Style Elements: title page, running head, 1 inch margins, Times New Roman 12 point font, double-spaced, indent first line of each paragraph, in-text citations within your essay to show any paraphrased or quoted content from your source, reference page with at least one source.
   Evaluation: Refer to the *Course Project Grading Rubric* to determine how your work will be evaluated. Categories for evaluation include: O*rganization, Development, Language, Mechanics,* and *APA Style*.