

UEBC 101: Professional Practices Seminar
Orientation to Online Instruction
School of Continuing and Professional Studies—Chestnut Hill College

Session: Summer 2021

July 12- August 6

Nigeria and Ghana

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Textbook: Will be provided
Other Resources Laptop, Internet Access

Course Description

This introductory course provides students with an opportunity to become knowledgeable about concepts and processes in higher education; develop educational goals; and integrate their professional, personal, and academic experiences into a comprehensive learning framework and a tool for applying knowledge gained in the classroom into the student's work environment. The course draws on student motivation, critical reflection, oral and written communication, and analytical skills to help students become active and successful in the learning process.

Course Objectives

Upon completion of this course students should:

1. Have learned about tools, models, and theories that can be used to enhance their learning experience and the translation of information from the classroom into life.
2. Be knowledgeable about their writing skills, oral presentation skills, personal management skills, study skills, research skills, and information literacy capabilities.
3. Become knowledgeable about the services offered by the college to support students in their academic pursuit.
4. Learn the technology needed to effectively participate in and successfully complete online courses.
5. Learn how to improve their writing skills through writing practice.

Learning Outcomes

Students enrolled in this course will have an opportunity to advance their academic learning skills, and knowledge about themselves. To this end, students may want to focus on the following areas of personal growth while participating in this course:

1. Operate the computer programs and internet resources needed for participation in an online course: Microsoft Word, PowerPoint, Zoom, and CHC email;
2. Work effectively with the Canvas learning management system, using all the components that provide organization for the course and opportunities for participation.
3. Work effectively with the myCHC Portal using all the components that provide communication between the student and the college
4. Interact with the CHC library staff
5. Engage in honest, relevant, and thorough research, clarifying the appropriateness of the sources being used, determining information that is important, relevant, and usable.
6. Develop a research paper, understanding the concept of formatting a paper and avoiding any instance of plagiarism.
7. Respect and learn from the perspective of others, especially through online discussions
8. Participate in and advance discussions, especially through the Discussion Board.

Chestnut Hill College Student Learning Outcomes

Chestnut Hill College has adopted ten learning outcomes that we believe should be an integral part of every CHC student's education. The ten learning outcomes can be found in the School of Undergraduate Studies course catalog. Two of the ten student outcomes will be emphasized in this course:

1. *Information Literacy: Students will demonstrate the ability to access, organize, interpret, evaluate and utilize information from a variety of sources in an ethically appropriate manner.*
Students will demonstrate their proficiency of this learning outcome by
 - a. Learning how to critically research and examine articles and other material in Chestnut Hill College's library and other online sources.
 - b. Creating an outline for a research paper and presentation
 - c. Develop a research presentation
2. *Communication: Students will demonstrate effective communication in a variety of modes in and out of the classroom, specifically the ability to read, write, speak, listen, and employ various media effectively.*
Students will demonstrate their proficiency of components of this learning outcome in the following ways:
 - a. Ability to read and write
 - i. Summarize the results of their reading and develop points for class discussion
 - ii. Research an area of interest
 - b. Ability to speak and listen
 - i. Participate in daily class discussions on course content
 - ii. Present additional research based on discussion topics
 - iii. Provide feedback to classmates about their research
 - iv. Present the results of their research for current trends
 - v. Present brief presentations on relevant topics

Course Requirements

Written Assignments

There will be several daily assignments to be completed in class and outside of class. These assignments will help the student to become knowledgeable of the technology they will be using throughout the courses they will be taking at CHC. Student will use Canvas, the college library, and other online systems to complete these assignments

Demonstration of Software Use

Students will learn various software programs that will enhance their learning in future courses. They will demonstrate their knowledge and use of these programs through assigned activities.

Class Participation

Each student is expected to participate in class discussion both in the classroom and online and demonstrate evidence of having prepared for class by reading and reviewing assigned material before class. Each student will be able to show evidence of evaluation and interpretation of required reading through active involvement in class discussion. Classroom etiquette is expected—including silencing cell phones.

Attendance/Assignment Submission

Due to the format of this course, it is imperative that students participate in all aspects of the course as scheduled. Late work is not accepted, assignments need to be submitted to Canvas by 11:59pm the day they are due.

Grading/Evaluation Criteria

The student will demonstrate competence in using the following tools and complete the following assignments.

Areas of Competency	Percentage of Grade
Microsoft Office: Complete assignments using Microsoft Word, PowerPoint, & Excel	15%
CHC Email and Video Conferencing: Completes exercises using CHC Email Uses Zoom to meet with instructor and classmates Uses Canvas Conferences to meet with instructor	5%
Research Paper: Prepares and completes a research paper including components of proper construction and formatting	30%
Online Quizzes: Completes online quizzes	10%
Studio Video Presentations: Creates video presentations using Studio in Canvas	15%
Discussions: Post and reply to discussions using the Canvas Discussion Board	10%
Practicum: Completes a hand-on assessment of technology taught in class	15%

Percentage	Grade
>=94	A
>=90	A-
>=88	B+
>=83	B

Percentage	Grade
>=80	B-
>=78	C+
>=73	C
>=70	C-

Percentage	Grade
>=68	D+
>=60	D
<60	F

“A” - Excellent work that meets and goes beyond the requirements for the assignment

“B” - Above average work that meets the requirements for the assignment

“C” - Average work the does not meet some of the requirements for the assignment

“D” - Work the does not meet many of the requirements for the assignment

“F” - Work that does not meet most of the requirements for the assignment, or is too late to receive credit.

Academic Integrity Policy

“Academic integrity, which is essential to the mission of Chestnut Hill College, consists in responsibility and honesty in the fulfillment of academic duties and is vital to the Chestnut Hill College community of scholars. Academic Integrity promotes trust, mutual respect, cooperation, and the advancement of learning.”

Please refer to the college catalogue for complete information about the Academic Integrity Policy. The catalogue is found at http://www.chc.edu/undergraduate/Programs/Catalog_Archives/. Every student who enrolls in any course taught at CHC is required to abide by the CHC Academic Integrity Policy. .

Plagiarism

Plagiarism is defined as the submission of written work (exams, papers, etc.) that incorporates ideas from another individual (student, teacher, author, etc.), and presents these ideas as one’s own without adequate acknowledgement of the source. Plagiarism is a **serious offense** against academic integrity and will be grounds for serious action that includes but is not limited to failing the exam or assignment and possibly receiving a failure in the course.

The following acts will be deemed acts of plagiarism, though the list is not exhaustive:

- Presenting, as your own, reports or exercises copied from or dictated by others;
- Presenting, as your own, homework assignments of any kind copied from or dictated by others;

- Incorporating formal lecture notes into your own work without acknowledgment and presenting them as your own;
- Copying the ideas, and/or speculations, and/or language of any other person or persons, without acknowledgment, and presenting this as one's own original work.

Cheating

Cheating violates the deepest convictions of the College community. The following acts are examples of cheating though the list is not exclusive:

- Using prepared materials not specifically allowed by the instructor during the taking of an examination, test or quiz, e.g.
- Use of material written by another student during the taking of an examination, test or quiz, either with or without his or her knowledge; or
- Use of texts and/or supplementary marginal notations in texts; or
- Use of unauthorized calculators or any other unauthorized aids.
- Collaborating during an in-class examination, test or quiz, either in the giving or receiving of information or improper collaboration on a take-home examination or laboratory report.
- Stealing, using or transmitting verbally or otherwise, actual examinations, test, quizzes or portions thereof, or other likewise confidential information before or during the time of the exam. Once an exam has been given it becomes part of the public domain.
- Withholding knowledge of an incident of cheating or plagiarism from the individual instructor to whom the work is submitted.
- Willfully aiding or abetting any act of cheating or plagiarism.

Use of Canvas

The instructor will communicate with students through the Announcements section of Canvas and via the e-mail component in the Canvas. Students are responsible for checking their e-mail on a daily basis. All assignments will be posted on Canvas and students must submit all assignments via Canvas. No assignments sent via e-mail will be accepted for grading.

Students are responsible for making sure that the e-mail address on Canvas is the one they check on a regular basis. All notices to students from the administration are sent via e-mail and students are responsible for the information in these e-mails. Assignments that are submitted via Canvas should be properly labeled and posted by 11:59pm on the day they are due.

Communication

Above all, it is the student's responsibility to keep in contact with the instructor, especially in the case of illness. During most courses you would be expected to e-mail the instructor to keep the line of communication open. In the case of illness or other serious situations, students are responsible to inform the instructor of the reason for an absence or ask for an extension on an assignment.

Students who are having any difficulty with the material in this course are encouraged to contact the instructor for help. While participating in online courses, students are encouraged to help each other understand concepts that are taught in class, but they should not give an assignment to or receive an assignment from another student. Students are strongly encouraged to communicate with the instructor online and set up a time have a virtual meeting.

An e-mail between a student and a professor is considered a professional communication and should be written in a professional manner. Please be sure to use appropriate language, grammar, and punctuation when sending an e-mail to any faculty, staff, or administrator. ***Be sure to check your e-mail at least twice a day.***

*In addition to completing the topics below, students will meet their fall faculty via Zoom. Details of **Class Exercises** are listed in Canvas under the appropriate day.*

Tentative Course Overview

Date	Class Topics	Assignments
Day 1 Monday July 12	Session 1 <ul style="list-style-type: none"> General Introductions <ul style="list-style-type: none"> Overview of CHC Overview of Syllabus Basic Tech Vocabulary Working in Windows 10 How to Care for a computer Tips for Safe Computing in Windows Session 2 <ul style="list-style-type: none"> Introduction to Canvas <ul style="list-style-type: none"> Accessing Canvas Reviewing course content Accessing and submitting assignments CHC e-mail: send, receive Session 3: <ul style="list-style-type: none"> Meeting with HESA Coordinators 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Practice instructions learned in class Finish class exercises Send email to e-pals
Day 2 Tuesday July 13	Session 1 <ul style="list-style-type: none"> File management: organizing files Creating and deleting folders Troubleshooting: defining issues, resources Using the Recycle Bin and Settings Using File Explorer in Windows 10 and Search command Manage Multiple Logins Use Canvas Grade Center Session 2 <ul style="list-style-type: none"> Using CHC Email <ul style="list-style-type: none"> Create contacts in CHC email Deleting emails Session 3 <ul style="list-style-type: none"> Discuss Research Topic 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Begin to think about a topic that you want to research for your paper Decide on Research topic Complete class exercises
Day 3 Wednesday July 14	Session 1 <ul style="list-style-type: none"> Review Microsoft Word basics <ul style="list-style-type: none"> Open & edit existing document Create and save files Copy, Cut & Paste Change font type & font size Bold, underline and italicize Indent first line of paragraph Line spacing Alignment - Right, Left, Justify Using Margins 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Begin MO Assignment 1: Word Finish class exercises Email your e-pal with a picture of yourself Work on Discussion Board 2: Your favorite Holyday or Holiday

	Session 2 <ul style="list-style-type: none"> • CHC Email Features <ul style="list-style-type: none"> ○ Creating a Signature ○ Creating out of office message ○ Creating folders ○ Sending attachments Session 3 <ul style="list-style-type: none"> • Use the Canvas Discussion Board <ul style="list-style-type: none"> ○ Post a thread ○ Post a reply • Continue discussion of research topic 	
Day 4 Thursday July 15	Session 1 <ul style="list-style-type: none"> • Continue learning/reviewing basic features in Microsoft Word: • Checking Spelling & Grammar • Change font color • Formatting APA Style: Margins, Spacing, Font type and size Session 2 <ul style="list-style-type: none"> • Work with zipped files • Change your CHC password - affects CHC email, Canvas, Portal, One Drive • Writing s Journal in Canvas Session 3 <ul style="list-style-type: none"> • Taking a quiz online using Canvas • Finding your course grades and current average in Canvas 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Continue MO Assignment 1: Word • Redo practice quizzes • Continue Discussion Board 2: Your favorite Holyday or Holiday • Begin Journal entries, twice each week.
Day 5 Friday July 16	Session 1 <ul style="list-style-type: none"> • Continue reviewing features in Microsoft Word: <ul style="list-style-type: none"> ○ Insert Tables ○ Insert pictures and clip art Session 2 <ul style="list-style-type: none"> • Writing a paragraph • Form topic sentences for paragraph • Choose a research topic • Practice taking Online Quiz, use Practice Quiz 3 Session 3 <ul style="list-style-type: none"> • No Class session 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Complete MO: Word Assignment 1 • Work on Research Paper Assignment 1: Explanation of Possible Research Topic • Complete on Discussion Board 2: Your favorite Holyday or Holiday • Complete on Discussion Board 3: Research Person • Complete a Journal entry • Review for Quiz 1
Day 6 Monday July 19	Session 1 <ul style="list-style-type: none"> • Microsoft PowerPoint: Basic Features <ul style="list-style-type: none"> ○ Getting Started ○ Applying a Design Theme ○ Insert & delete slide ○ Inserting an Image ○ Cropping an Image ○ Changing font style, Size and color 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Complete PowerPoint Class exercise • Complete Discussion Board 3: Research Person • Work on Research Paper Assignment 1: Background on Research Person

	Session 2 <ul style="list-style-type: none"> • CHC Library <ul style="list-style-type: none"> ○ Basics of Searching ○ Selecting and Searching Databases ○ Information Literacy ○ Search database for article • Complete Online Quiz 1 Session 3 <ul style="list-style-type: none"> • Overview of Writing a Research Paper • Creating a research question • Creating a Thesis statement • What is Plagiarism? 	
Day 7 Tuesday July 20	Session 1 <ul style="list-style-type: none"> • Microsoft PowerPoint Skills <ul style="list-style-type: none"> ○ Creating a Presentation ○ Using Font Size and Color ○ Inserting a Background ○ Using transitions Session 2 <ul style="list-style-type: none"> • Internet terminology & Search engines • Creating an outline for a Research paper Session 3 <ul style="list-style-type: none"> • Steps to Writing a Research Paper • How to paraphrase • Avoiding plagiarism 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Work on MO Assignment 3: PowerPoint • Work on Research Paper Assignment 2: Outline and Thesis • Work on Research Paper Assignment 3: Paraphrasing Paragraphs
Day 8 Wednesday July 21	Session 1 <ul style="list-style-type: none"> • Microsoft PowerPoint <ul style="list-style-type: none"> ○ Use additional features ○ Best Practices for Creating a PowerPoint Presentation Session 2 <ul style="list-style-type: none"> • CHC Library <ul style="list-style-type: none"> ○ Use Chat to send a message ○ Library Resources and ILL Session 3 <ul style="list-style-type: none"> • Writing a Research Paper <ul style="list-style-type: none"> ○ Research info to support thesis ○ Formatting paper in APA ○ Include references and citations 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Continue working on MO Assignment 3: PowerPoint • Complete: Class Exercise: CHC Library Search • Continue working on: Research Paper Assignment 2: Outline and Thesis • Work on Research Paper Assignment 3: Paraphrasing Paragraphs
Day 9 Thursday July 22	Session 1 <ul style="list-style-type: none"> • Difference between academic research and regular research • Using Google Scholar to search for academic information • PowerPoint: Spelling Checker Session 2 <ul style="list-style-type: none"> • Writing Research Paper <ul style="list-style-type: none"> ○ Cite research used in paper 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Due: Research Paper Assignment 2: Outline and Thesis • Work on Research Paper Assignment 3: Paraphrasing Paragraphs • Work on Research Paper Assignment 4: Google Scholar and CHC Library Research page.

	<ul style="list-style-type: none"> Work on researching, writing and editing paper Session 3 <ul style="list-style-type: none"> Writing a Research Paper Write effective introduction paragraph APA Formatting 	<ul style="list-style-type: none"> Continue working on MO Assignment 3: PowerPoint
Day 10 Friday, July 23	<ul style="list-style-type: none"> Use Zoom Advanced Microsoft Office Skills <ul style="list-style-type: none"> Word: headers, footers, page #, hanging indents, columns APA Formatting <ul style="list-style-type: none"> Create References page Online sites to create citations 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Due Research Paper Assignment 3: Paraphrasing Paragraphs Work on Research Paper Assignment 4: Google Scholar and CHC Library Research page. Work on Assignment 5: Formatting a Paper in APA
Day 11 Monday, July 26	Session 1 <ul style="list-style-type: none"> Review Basic English grammar Session 2 <ul style="list-style-type: none"> Complete Online Quiz 2 Format in-text Citations in APA Use online citation generator to create in-text and reference page citations Session 3 <ul style="list-style-type: none"> Work on researching, writing and editing paper Review developing a Reference page 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Due Research Paper Assignment 4: Google Scholar and CHC Library Research page. Work on Research Paper Assignment 5: Formatting a Paper in APA Work on Research Paper Assignment: First Draft
Day 12 Tuesday, July 27	Session 1 <ul style="list-style-type: none"> Independent Session Session 2 <ul style="list-style-type: none"> Canvas: Using Studio <ul style="list-style-type: none"> Create a video using audio, webcam and desktop Save and store video Edit video Stop and start video Submit video as an assignment Session 3 <ul style="list-style-type: none"> Work Session <ul style="list-style-type: none"> Researching information for research paper using CHC library and Google Scholar Saving articles and websites that contain appropriate information Work on assignments and exercises for any session. 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Due Research Paper Assignment 5: Formatting a Paper in APA Work on Research Paper Assignment: First Draft Work on Canvas Studio: Using Studio Part I
Day 13 Wednesday July 28	Session 1 <ul style="list-style-type: none"> Microsoft Excel - Basics <ul style="list-style-type: none"> What is Excel? Create a New Workbook 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> Begin Canvas: Final Studio Project Work on First Draft of Research Paper -- Meet online with instructor

	<ul style="list-style-type: none"> ○ Save and name a Workbook ○ Enter Data in a Worksheet ○ Format Numbers: commas and currency ○ Apply Cell Borders <p>Session 2</p> <ul style="list-style-type: none"> • Work in Canvas Studio <ul style="list-style-type: none"> ○ Create a Screencast video <p>Session 3</p> <ul style="list-style-type: none"> • Work Session: <ul style="list-style-type: none"> ○ Research Paper Draft ○ Practice Session using Studio 	<ul style="list-style-type: none"> • Complete Canvas Studio: Using Studio Part I • Work on Canvas Studio: Using Studio Part II
Day 14 Thursday, July 29	<p>Session 1</p> <ul style="list-style-type: none"> • Microsoft Excel - functions <ul style="list-style-type: none"> ○ Use Excel's SUM function ○ Use additional functions: min and max, average, count ○ Sort a list from lowest to highest <p>Session 2</p> <ul style="list-style-type: none"> • Conferences in Canvas <ul style="list-style-type: none"> ○ Introduction to Conferences ○ Using Conferences to meet online individually <p>Session 3</p> <ul style="list-style-type: none"> • Work on Final Studio Project • Work on First Draft-Research Paper 	<p><i>Find details for Assignments in Canvas</i></p> <ul style="list-style-type: none"> • Complete the Class Exercise and submit it in MO Class Exercise: Excel Functions • Work on Canvas Studio: Using Studio Part II • Work on Final Studio Project • Work on First Draft of Research Paper
Day 15 Friday, July 30	<p>Session 1</p> <ul style="list-style-type: none"> • Microsoft PowerPoint <ul style="list-style-type: none"> ○ Inserting audio into a presentation <p>Session 2</p> <ul style="list-style-type: none"> • Time Management <ul style="list-style-type: none"> ○ What is Time Management? ○ How to schedule time for studies, ministry, community life, prayer, etc • Finish first draft of paper <p>Session 3</p> <ul style="list-style-type: none"> • No session 	<p><i>Find details for Assignments in Canvas</i></p> <ul style="list-style-type: none"> • Complete Discussion Board on Time Management • Submit Canvas Studio: Using Studio Part II • Work on first draft of research paper – Submit Aug 1
Day 16 Monday, August 2	<p>Session 1</p> <ul style="list-style-type: none"> • Using Zoom <ul style="list-style-type: none"> ○ Schedule a meeting <p>Session 2</p> <ul style="list-style-type: none"> • Locate and use myCHC Portal <ul style="list-style-type: none"> ○ Access class Schedule ○ Access Grades and Transcripts 	<p><i>Find details for Assignments in Canvas</i></p> <ul style="list-style-type: none"> • Work on Final draft of research paper • Work on Final Studio Project • Examine review sheets for Practicum and last quiz

	<ul style="list-style-type: none"> ○ Use Canvas link, and CHC email link Session 3 <ul style="list-style-type: none"> • Work Session: Work on technology assignments and projects • Work on correcting and editing first draft of research paper 	
Day 17 Tuesday August 3	Session 1 <ul style="list-style-type: none"> • How to read a textbook effectively • Reading in College and Critical reading Session 2 <ul style="list-style-type: none"> • Independent Session Session 3 <ul style="list-style-type: none"> • Work Session: Work on technology assignments and projects • Work on Final Draft of paper 	<i>Find details for Assignments in Canvas</i> <ul style="list-style-type: none"> • Revise First Draft of Research Paper • Submit Final Studio Project • Review for Final Quiz
Day 18 Wednesday August 4	Session 1 <ul style="list-style-type: none"> • Complete Final Practicum Session 2 <ul style="list-style-type: none"> • Review for Final Quiz • Using Canvas: Using Chat Session 3 <ul style="list-style-type: none"> • Work Session: Work on final assignments and projects • Review for Final Quiz 	<ul style="list-style-type: none"> • Study for Final Quiz • Work on Final Studio Project • Prepare final draft of research paper – due
Day 19 Thursday November 12	Session 1 <ul style="list-style-type: none"> • Complete Final Quiz Session 2 <ul style="list-style-type: none"> • Present Video Projects Session 3 <ul style="list-style-type: none"> • No Session 	<ul style="list-style-type: none"> • Complete final draft of paper • Submit Final Studio Project
Day 20 Friday November 13	Session 1 <ul style="list-style-type: none"> • Complete assessments for HESA • Discuss Next Steps – Fall Courses Sessions 2 & 3 <ul style="list-style-type: none"> • No formal sessions unless needed. • Complete final draft of paper 	<ul style="list-style-type: none"> • Submit final draft of paper