Point University Mission Statement

POINT UNIVERSITY MISSION STATEMENT

The mission of Point University is to educate students for Christ-centered service and leadership throughout the world.

Course Description

COURSE DESCRIPTION

This course focuses on research methodologies, statistical analyses, and the appropriate use of statistical methods, with primary emphasis on the ability to read and understand research. Prerequisite: MATH 103 College Mathematics (MATH 110 College Algebra recommended).

Online Learning

ONLINE LEARNING

Point University’s College of Graduate & Professional Studies (CGPS) specializes in “distance education” for working adults and others who need a flexible learning schedule. It offers university courses and degree programs in both fully-online and hybrid formats (partly online and partly face-to-face).

CGPS delivers coursework via Sakai, a leading online Learning Management System (LMS) and Collaborative Learning Environment designed specifically for higher education. Each course has its own website through which students interact with their professor and classmates, access course materials, explore digital library resources, engage in a variety of learning activities, submit assignments, and receive grades. The latest technology enables participants to do virtually everything online that they could do in an on-ground classroom setting.

A hybrid course typically includes one face-to-face session per week using video conference technology along with online follow-up activities. Fully-online courses are primarily designed for “asynchronous” learning, which enables students to log-in and complete their studies at whatever time of the day or night they wish. Occasionally, online courses include “synchronous” sessions where students may interact with one another in real time.

Each “course week” begins on a Monday and ends on Sunday. Students should log in several times throughout the week to participate in online discussions and other activities. CGPS recommends that students complete the
various readings and assignments in the order in which they are presented, but the format does allow some flexibility for students to modify their approach or even to work ahead.

Active participation in every assignment and every online discussion is expected. Students should be careful of any assignments that have specific “opening” or “closing” times, and they should regularly consult the Course Schedule to ensure they complete all work in a timely manner.

Students access all course materials via Point University’s Sakai site, which includes minimum system requirements and orientation tutorials designed to equip class members for online study.

Disability Services

Point University offers disability services in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. The Director of Disability Services determines reasonable accommodations for students with documented disabilities. She then communicates the approved accommodation to the student and the student’s instructors. The Educational Resource Center provides appropriate assistance with accommodations. For more information, see the Point University website (https://point.edu/disability) or contact Ms. Jessica Mazaheri, the Director of Disability Services, by telephone (1-706-385-1480) or email (Jessica.Mazaheri@point.edu). The website includes the application process for disability services, frequently asked questions, and the grievance policy and procedure.

Faculty Information

FACULTY INFORMATION

Insert

- Faculty name
- All relevant contact information (phone, email, office location)
- Office hours (virtual and f2f)
  - Official course clock (EST, CDT, etc.) http://www.time.gov/

The preferred method of contact for this course is email. Please allow 24 hours for responses to email and phone messages. Keep in mind that the online discussion forums are reserved for shared classroom posts and you should email the instructor directly if there is a question, concern, or emergency.

Required Texts & Resources

REQUIRED TEXTS & RESOURCES

WebAssign (an introduction to WebAssign is included in the Course Introduction Video). Please contact the bookstore to access the textbook and WebAssign access code.

NOTE: The Point University Bookstore may offer the textbook(s) for this course in other formats. Information can be found at www.pointuniversityshop.com

Technology Guidelines

TECHNOLOGY GUIDELINES

Point University’s College of Graduate and Professional Studies (CGPS) is dedicated to providing high-quality education and learner-centered experience while managing diverse instructional delivery modes and various academic technologies. The College strives to equip students, faculty, and staff with the development of technology skills and competencies needed within these modalities. Since almost all CGPS courses include significant online components, students are required to provide their own hardware and software for online learning (see below for minimum system requirements). CGPS asks students to adhere to the following technology policies and guidelines to ensure optimum user experience for those taking and teaching Point Online and Point Connect courses.

Acceptable Use of Technology

Technology equipment, network connections, and resources are to be used for supporting the mission, instruction, and services of Point University. Any use which compromises or interferes with the mission, character, and security of Point University is prohibited, regardless of whether the equipment is Point University property or private property. This policy applies to all physically present, virtual, and/or remote transmissions of data within any Point University network or resource. Participation in activities that are disruptive, illegal, or destructive to the Point University mission, students, faculty, or employees will result in disciplinary action, revocation, and/or referral to appropriate law enforcement agencies and authorities. Point reserves the right to define and apply what is considered to be an acceptable use of technology and its resources under these policies and guidelines.

Minimum System Requirements

Sakai is the current Learning Management System (LMS) used for Point’s online courses. For best user results, Point recommends that students evaluate their computer or device with the following checklist prior to logging into courses:

- Windows PC or Mac with the most recent version of these browsers:
  - Google Chrome (www.google.com/intl/en/chrome)
  - Mozilla Firefox (www.mozilla.org/en-US/firefox/new)
- Windows PC or Mac with audio (sound card with speakers or headphones/earbuds):
  - Typically found in most computers by clicking on the Start icon, then Control Panel, and/or Sound.
- Windows PC or Mac with video capabilities (webcam and microphone within device or stand-alone)
• High-speed internet access.
  ○ Typically found in most computers by clicking on the Start icon, then Control Panel, and Network or Internet.
• Adobe Reader (https://get.adobe.com/reader)
• Adobe Flash Player (https://get.adobe.com/flashplayer)
• Access to a printer or scanner (depending on course activities)

It is the users' responsibility to maintain their personal internet connection, computer, or device with the necessary hardware, software, and browser updates. There may be occasions in which students need an alternate technology plan due to unforeseen circumstances, such as internet outages at home. In preparation for such circumstances, students should identify an alternate location with free WiFi, a computer lab, and/or other needed accommodations. Examples include a Point University education site during facility hours, public library, or restaurant.

**Technology Help**

The Information Technology (IT) staff and CGPS Educational Technology staff provide 24x7 technical support via email, the online helpdesk, or telephone:

• For help and technical support, send an email to itsupport@point.edu. Include as many details as possible in your message.
• Users may access the online SysAid helpdesk by logging into the single sign-on portal (http://my.point.edu), entering their Point username and password, and then clicking on the “SysAid” icon.
• Users may also telephone the helpdesk at any time (706-385-1493) to speak with a live representative who can assist with issues such as password resets and basic assistance with Point Online and other computer applications. After hours (5:00 p.m. - 8:00 a.m.), weekend, and holiday telephone support are currently limited to password resets and basic user functions for the Single Sign-On portal to ensure that users can access learning resources. Some support questions may require escalation from the after-hours support desk. In this case, a ticket will be created and a technician will contact the user the following business day.

**Course Learning Goals & Objectives**

**COURSE LEARNING GOALS & OBJECTIVES**

**TIME REQUIREMENTS & COMMITMENTS**

This course is 3 credit hours. Regarding time on task, students can expect to spend approximately 16 hours per week for an undergraduate course.

Insert (measureable) course goals and objectives developed according to the instructions provided in the CGPS Course Design Guide.

| Goal 1: Equip students with essential habits and skills for lifelong learning and success. | Program Objective(s) |
Objective 1.1: Students develop a plan that analyzes and capitalizes on their strengths to achieve relational, academic, and professional success.

Objective 1.2: Graduates employ effective study habits and time management skills.

Goal 2: Equip students to apply basic content, principles, and methodologies of the primary areas of knowledge, including the Humanities, Fine Arts, Social and Behavioral Sciences, Natural Sciences, and Mathematics.

Objective 2.1: Graduates apply philosophical, literary, and artistic concepts to illuminate cultural artifacts and worldview issues.

Objective 2.2: Graduates apply religious, philosophical, psychological, social, political, economic, and cultural concepts to illuminate human behavior and social trends.

The General Education Core equips students with a grounding in the Liberal Arts as a foundation for life and learning.

Course Schedule

COURSE SCHEDULE

CGPS courses begin on a Monday. Accordingly, a CGPS course week extends from Monday through Sunday. Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday).

http://point.edu/course-schedules/

Insert weekly learning activities developed in the CGPS Course Design Worksheet and listed in the Course Design Worksheet (CDW). Mark the major units of study as desired. Mark graded assignments. If an assignment is not due on the last day of the course week (Sunday), provide a due date stated in terms of the course week and day (e.g. “Week 1, Day 4”) rather than the calendar date (e.g. “May 1, 2116”).

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Graded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit 1: Introduction to the Discipline</strong></td>
<td></td>
</tr>
<tr>
<td>Learning Activity #1</td>
<td>N/A</td>
</tr>
<tr>
<td>Learning Activity #2</td>
<td>Due Week 1, Day 4</td>
</tr>
<tr>
<td><strong>Unit 2: Foundations</strong></td>
<td></td>
</tr>
<tr>
<td>Learning Activity #3</td>
<td>X</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Week 3</strong></td>
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<tr>
<td><strong>Week 4</strong></td>
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<tr>
<td><strong>Week 5</strong></td>
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</tbody>
</table>
Grading Policies

GRADING POLICIES

Course Evaluation Plan
An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

Points Distribution
Graded assignments will be distributed as follows:

<table>
<thead>
<tr>
<th>Graded Assignments</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself Forum/Response (1 x 20 pts)</td>
<td>20</td>
</tr>
<tr>
<td>Problem of the Week (PoW) Forums (7 x 30 pts)</td>
<td>210</td>
</tr>
<tr>
<td>Homework ( 12 x 50 pts)</td>
<td>600</td>
</tr>
<tr>
<td>Application Activities (7 x 30 pts)</td>
<td>210</td>
</tr>
<tr>
<td>Quizzes ( 6 x 50 pts)</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td><strong>1340</strong></td>
</tr>
</tbody>
</table>

Final Grades
The following scale will be used when calculating final grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>
Final grades will be posted according to the Academic Calendar. [http://point.edu/academic-calendar/](http://point.edu/academic-calendar/).
Please consult with your program of study or advisor ([http://point.edu/academic-advising/](http://point.edu/academic-advising/)) if you are required to maintain a specific GPA to successfully complete this course.

**Checking Grades**
Be sure to check your grades often via the Sakai online Gradebook.
For academic policies governing attendance, late assignments and student support, please refer to the Academic Catalog directly ([https://point.edu/catalogs/](https://point.edu/catalogs/))

**Course Expectations**

**EXPECTATIONS**

**Attendance**

Point's attendance regulations are based on the belief that students benefit from the discussion and interaction that take place within a community of learners. By missing live class sessions and/or online interactions, students experience a loss that may not be reflected in a final grade, but is nevertheless real. Sharing personal work, life, and experience is a critical part of adult education. If one student does not participate, it impacts other students. Active participation in every assignment and every online discussion is expected. Students should be careful of any assignments that have specific “opening” or “closing” times, and they should regularly consult the Course Schedule to ensure they complete all work in a timely manner.

**Etiquette & Netiquette**

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please review these resources:

- Netiquette
- What every online student needs to know
- Netiquette guide for online courses
- Discussion board netiquette

**Turnitin Requirement**

It is especially important that students write their papers with the utmost integrity. Point University and the Access program have high expectations regarding academic dishonesty and plagiarism. It is vital that students demonstrate that they are citing sources correctly and that they are avoiding the different types of plagiarism.
Therefore, CGPS classes will rely on Turnitin to check for originality and plagiarism of written papers. Turnitin will check student papers for originality and will highlight places where text is identical to other sources. The instructor can then determine whether the highlighted text has been used and cited properly.

Papers will be submitted using the regular assignment submission process. If Turnitin is turned on you will be able to see a percentage indicating similarity to other sources after Turnitin has processed the paper.

**Policies**

For academic policies governing attendance, late assignments and student support, please refer to the Academic Catalog directly ([https://point.edu/catalogs/](https://point.edu/catalogs/)).

**Suggested Resources for Further Study**

**SUGGESTED RESOURCES FOR FURTHER STUDY**

Insert suggested resources for further study here. This should be an APA formatted reference list.

**Copyright Statement**

**Copyright and Further Dissemination**

All content within this course is intended for transformative, educational, and informational purposes under (Fair Use). These materials are not to be distributed or disseminated outside of this course for public use or profit-making ventures due to outside copyright laws. These materials are intended solely for education, personal training, and/or career building. All other uses are strictly prohibited.

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