CHAMINADE UNIVERSITY OF HONOLULU

EDUC 600 Introduction to the Master of Education

Fall Masters 20123 Online

INSTRUCTOR:	The Reverend Dale Hathaway dale.hathaway@chaminade.edu 808-440-4241 (office) 808-739-4607 (fax)
OFFICE HOURS:	**ED 128** Office hours by appointment – please email. We can also have a live chat through eCollege – schedule through email.
TIME and LOCATION:	Online (eCollege) - you should log in at least two times per week. **Critical:** Check your student email account (or have it forwarded to one you check) at least two times per week. All communication for this class and your graduate program will come to this address. For technical assistance with your student email account, contact helpdesk@chaminade.edu
TEXTS: **(required)**	Szuchman, L. T. (2008). *Writing with style: APA style made easy* (5th ed.). Belmont, CA: Thomson Wadsworth. ISBN 0-8400-3167-X. *Publication manual of the American Psychological Association*. (**6th ed.) (2010**). Washington, DC: American Psychological Association. ISBN 1-4338-0561-8. Microsoft Office (Word and PowerPoint)
LIVETEXT:	Submission of some assignments (as identified by instructor) for this and all other education courses require a *LiveText* account. Purchase a LiveText account from the bookstore or from *LiveText* at www.livetext.com Please register during the first week of the semester. **Note**: This is a five-year account, a one-time purchase. **If you already have a LiveText account, do not purchase another one.** For technical assistance with LiveText, contact support@livetext.com Expect a 24-hour response time.
	Go to: http://chaminade.ecollege.com [**Note:** .com rather than .edu] Login: CUH id (7 digit number) Password: last 4 digits of SSN

WEB-BASED COURSES:	Click on tab at top left that says Academics PSH, then choose our course. If you do not see your course listed or have difficulty logging in, please contact Jon Nakasone at 808-739-8327 or jnaskason@chaminade.edu For <u>technical</u> questions: Contact the Chaminade eCollege helpdesk at: **helpdesk@chaminade.ecollege.com**, or call toll free at: (866) 647-0654. This is a 24/7 helpdesk.
CATALOG DESCRIPTION:	Prepares candidates for success in the graduate program in the Chaminade Education Division. Students will be exposed to reading and writing at the graduate level and to a number of information-based and technological tools to facilitate the graduate learning process. By the end of this course,

	candidates should have a thorough grasp of the criteria necessary to formulate a blueprint for their graduate experience.
MAJOR COURSE TOPICS	Requirements of the Graduate Program Resources for the Graduate Program Writing at the Graduate Level Technology Basics

STUDENT LEARNING OUTCOMES:	**Outcomes**	**How will outcome be achieved?**
	1. Understand the requirements and desired outcomes of the graduate program.	1. Reading, searching online catalog and handbook.
	2. Identify information-based and technology tools to facilitate the graduate learning process.	2. Lecture, tutorials.
	3. Produce professionally written papers using APA style.	3. Reading and completing assignments from text.
	4. Use technology tools effectively.	4. Reading, tutorials, document creation.
	5. Use presentation tools effectively.	5. Tutorials, document creation.

ACADEMIC REQUIREMENTS:	-
Culminating Assignment	Personal philosophy of education. 30% - -
Other Assignments	Weekly Discussions and Assignments 70%
Grading Scale	This is a credit/no credit class. (Grade: CR or NC) You must earn a minimum of 75% to receive credit. Late work will be penalized 10% per day.
UNIVERSITY POLICIES:	**Attendance:** This is a one-semester hour class, which would usually meet one night a week for approximately 1.5 hours (10-week accelerated semester). In addition, outside assignments may be expected to require two hours for

every hour of class time. Online classes will have time for online discussion as well as other assignments equivalent to the time required for an on campus class. However, it must be recognized that online classes may take more time than traditional classes, depending on the speed of the technology used, the expertise of the user, and other factors. You can therefore expect to spend 3-5 hours per week on this class.

Students are expected to attend regularly all courses for which they are registered. **Attendance in online weeks means logging in and responding as directed by the specified deadline, at least twice a week.** Students should notify their instructors when illness prevents them from attending class, and make arrangements to complete missed assignments. Notification may be done by calling the instructor's campus extension, or by sending an email to the instructor. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Writing Standards
All work submitted by Chaminade University students must meet the following writing standards. Written assignments should:

1. Use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Develop ideas, themes, and main points coherently and concisely.
3. Adopt modes and styles appropriate to their purpose and audience.
4. Be clear, complete, and effective.
5. Carefully analyze and synthesize material and ideas borrowed from sources. In addition, the sources of the borrowed material should be correctly acknowledged to avoid plagiarism.

Plagiarism - "Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgment of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgment.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Please refer to your **Student Handbook, General Catalog,** and the **Education Division Policy Manual** for other important institutional and academic policies including more detailed information regarding

| | Plagiarism, Classroom department, Freedom of Expression, Add/Drop, Disabilities, and others. |