Academic & Career Success
APP2050

Course Description
Academic Success and Career Planning is designed to equip students to be successful online students and guide them in making wise choices for further career or academic endeavors. This course offers an orientation to the purpose and mission of LUOA and how a student's academic performance should be viewed in relationship to the biblical worldview. Included in this course are resources to enhance a student’s scholastic pursuits including communication, study, note-taking, and time management skills; reading and comprehension strategies; methods for evaluation of resources for research and writing; and approaches for future career planning.

Rationale
This course is designed to offer students the tools they need to be a successful student and lifelong learner.

Prerequisite
None

Measurable Learning Outcomes
A. Apply effective strategies for time management, study habits, research, and writing
B. Apply effective strategies to increase reading speed and comprehension
C. Evaluate responsibilities of LUOA students in relation to their coursework and relationships with faculty and staff
D. Identify forms of academic misconduct, including plagiarism, cheating, and falsification
E. Explain basic academic principles as they relate to biblical worldview
F. Consider options for college and career

Course Materials
See LUOA’s Systems Requirements for computer specifications necessary to operate LUOA curriculum. Also view Digital Literacy Requirements for LUOA’s expectation of users’ digital literacy.

- Note: Embedded YouTube videos may be utilized to supplement LUOA curriculum. YouTube videos are the property of the respective content creator, licensed to YouTube for distribution and user access. As a non-profit educational institution,
LUOA is able to use YouTube video content under the YouTube Terms of Service. For additional information on copyright, please contact the Jerry Falwell Library.

Course Grading Policies

The student’s grades will be determined according to the following grading scale and assignment weights. The final letter grade for the course is determined by a 10-point scale. Assignments are weighted according to a tier system, which can be referenced on the Grades Page in Canvas. Each tier is weighted according to the table below. Items that do not affect the student’s grade are found in Tier 0.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Assignment Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 90-100%</td>
<td>Tier 0 0%</td>
</tr>
<tr>
<td>B 80-89%</td>
<td>Tier 1 25%</td>
</tr>
<tr>
<td>C 70-79%</td>
<td>Tier 2 35%</td>
</tr>
<tr>
<td>D 60-69%</td>
<td>Tier 3 40%</td>
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<tr>
<td>F 0-59%</td>
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Course Policies

Students are accountable for all information in the Student Handbook. Below are a few policies that have been highlighted from the Student Handbook.

Types of Assessments

To simplify and clearly identify which policies apply to which assessment, each assessment has been categorized into one of four categories: Lesson, Assignment, Quiz, or Test. Each applicable item on the course Modules page has been designated with an identifier chosen from among these categories. Thus, a Quiz on the American Revolution may be designated by the title, “1.2.W Quiz: The American Revolution.” These identifiers were placed on the Modules page to help students understand which Honor Code and Resubmission policies apply to that assessment (see the Honor Code and Resubmission policies on the pages that follow for further details).

- **Lesson:** Any item on the Modules page designated as a “Lesson”
  These include instructional content and sometimes an assessment of that content. Typically, a Lesson will be the day-to-day work that a student completes.

- **Assignment:** Any item on the Modules page designated as an “Assignment”
  Typical examples of Assignments include, but are not limited to, papers, book reports, projects, labs, and speeches. Assignments are usually something that the student should do his or her best work on the first time.

- **Quiz:** Any item on the Modules page designated as a “Quiz”
  This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of material than Tests.
• **Test**: *Any item on the Modules page designated as a “Test”*
  This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Tests cover a larger amount of material than Quizzes.

**Resubmission Policy**

Students are expected to submit their best work on the first submission for every Lesson, Assignment, Quiz, and Test. However, resubmissions may be permitted in the following circumstances:

• **Lesson**: Students are automatically permitted two attempts on a Lesson. The student may freely resubmit for their first two attempts without the need for teacher approval.

• **Assignment**: Students are intended to do their best work the first time on all Assignments. However, any resubmissions must be completed before the student moves more than one module ahead of that Assignment. For example, a student may resubmit an Assignment from Module 3 while in Module 4 but not an Assignment from Modules 1 or 2. High School students may not resubmit an Assignment without expressed written permission from the teacher in a comment.

• **Quiz**: Students may NOT resubmit for an increased grade.

• **Test**: Students may NOT resubmit for an increased grade.

If a student feels that he or she deserves a resubmission on a Lesson, Assignment, Quiz, or Test due to a technical issue such as a computer malfunction, the student should message his or her teacher to make the request, and that request will need to be approved by a Department Chair.

**Consequences for Violations to the Honor Code**

Every time a student violates the Honor Code, the teacher will submit an Honor Code Incident Report. The Student Support Coordinator will review the incident and allocate the appropriate consequences. Consequences, which are determined by the number of student offenses, are outlined below:

• **Warning**: This ONLY applies to high school Lessons and elementary/middle school Assignments and Lessons. Students should view these actions as learning opportunities.
  • **Lessons**: A zero will be assigned for the question only.
  • **Elementary/Middle School Assignment**: The student must redo his or her work; however, the student may retain his or her original grade.

• **1st Offense**:
  • **Lesson, Quiz, or Test**: The student will receive a 0% on the entire assessment.
  • **Assignment**: The student will either:
    • Receive a 0% on the original assignment
    • Complete the Plagiarism Workshop
    • Retry the assignment for a maximum grade of 80%

• **2nd Offense**: The student will receive a 0% and be placed on academic probation.
- **3rd Offense:** The student will receive a 0% and the Faculty Chair will determine the consequences that should follow, possibly including withdrawal from the course or expulsion from the academy.
Scope and Sequence
College Planning & Preparation

Topic 1: Introduction
Topic 2: Worldview
Topic 3: Learning, Research, and Growth
Topic 4: Reading Strategies
Topic 5: Effective Note-Taking
Topic 6: Time Management
Topic 7: Study Skills
Topic 8: Writing Skills I
Topic 9: Writing Skills II
Topic 10: Writing Skills III
Topic 11: Information Literacy I
Topic 12: Information Literacy II
Topic 13: Documentation and Citation
Topic 14: Digital Literacy
Topic 15: Microsoft Office and Office 365

Topic 16: What Is Your Worldview?
Topic 17: Worldview in Practice
Topic 18: College, Career, or What?