

# ACADEMIC ADVISOR CRITERIA

## Handbook



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## AIU PHILOSOPHY

### MISSION

To be a learning institution committed to spreading path-ways for greater cultural development, using methods that are sustainable in order to reach the optimal direction of the individual, the world, and the environment, while upholding and respecting human rights to achieve a higher level of cultural and human evolution.



### VISION

The empowerment of the individual through self-learning to achieve the joint evolution of the world, through a holistic and tenable educational design, based on andragogy.



## WHAT IT MEANS TO BE AN AIU ADVISOR

- Guide the students' progress.
- Evaluate assignments based on their academic field and respond to how they can relate it to their life in general.
- Respond to students' questions and guide them in solving problems.
- Be in direct communication with the student.

## WHAT AIU EXPECTS FROM YOU

- Communicate directly with students.
- Guide the students' progress
- Respect every student and give them all the assistance they need.
- Look to help the students in any way you can. If you do not have the answer to their questions, then look to find the answer or direct them to where they can find the answer.
- Filter assignments submitted by the students through Turn-it-in.
- Transfer the students' credits based on previous experience and education.

## ACADEMIC ADVISOR PROTOCOL

- Understand **AIU's** distance learning, research-based and independent study concept.
- Understand **AIU's** accreditation status.
- Each new advisor will start being assigned up to 25 students assigned.
- They are required to check messages and assignments sent from students everyday.
- Respond to messages and correct assignments within 24 hours.
- Total work hours/month is of 5 hours.
- The remuneration of the Advisor position will be determined by the Academic Department based on the hours AIU has available for that position in particular.
- Eventually, an advisor might travel to another country in order to represent AIU. In such a case, the advisor will be paid additionally by AIU plus all necessary expenses.
- They will be working with students in different majors.
- They will not be teaching any student, just advising them.
- **AIU** provides them with instructions on how to correct the assignments, guidelines, etc.
- They must provide us with their signature on our contract, their resume, picture, W-4 and the copy of their social security card.
- They will be assigned an **AIU** email address.
- The training period is of about 2 weeks. They will get a test student so that they can practice using the system. After that, we will start assigning real students.





## USER NAME AND PASSWORD

Once again, welcome to the **AIU** Family.

The academic department will send you the log in information to log in to your advisor section.

Go to **AIU**'s Website [www.aiu.edu](http://www.aiu.edu)

1. On the left side please Log In as “**Advisor**”.
2. Type your username
3. Type your password
4. Click on Log In.

## AIU'S ACADEMIC ADVISORS' IMPORTANT DUTIES

**Grading assignments:** The option “Comments and Assignments from Students” contains all messages and academic assignments submitted by the student which have not been responded yet. It is like your Inbox in your email account. Each message you respond and each assignment you grade, must be deleted from that option so you only keep there the pending communications to be responded.

You will notice that AIU has enrolled a test student, which will be assigned to you. This student will submit a couple of assignments to you and will send you a message. Please work with this so you can understand better how the system works.

**Important documents:** In your Advisor section, you will see important documents of each Phase like “First Phase Courses” which is the explanation of the First Phase, examples and formats the student must follow in order to complete the first phase. Please go to “Program”, select the program you want to see the courses, documents and templates. Inside of the documents option, you can click “submit” on each Phase you want and the language you want (Spanish or English). The student will find these same documents in his/her student section under the option “Document Management, Phase 1, 2 or 3 Documents”

You will have your own pin code to be able to grade assignments or delete assignments from the advisor section. This pin code is important because it tells us which assignment you graded, deleted, or modified.

Every correspondence will be through “the electronic student section” and the advisor will respond within 24 hours.

### **Being a Proactive Advisor**

AIU expects the advisors to be proactive when students become inactive in their studies. AIU wants students to graduate on schedule and not get behind in their studies. The advisors have the duty to search out the students who are falling behind and encourage them to get back on track.

The advisor should go to the “Student Academic Follow-up” page where there is an option to select “Active/Inactive” students. By selecting “Inactive” students, the



advisor is able to send encouraging messages and reminders to students who are falling behind in their studies. These students are designated as “Inactive” by the computer system.

Once the inactive students are searched for and appear in the list. They are selected on the right side of the page. Then below there is a button for sending an email to the selected students. The button’s name is “Send Email”.

The advisor then writes an encouraging message to motivate and inspire the students to renew their studies once again. An effective message includes helpful pointers on how to do essays and other assignments. It is also effective to attach interesting articles and internet sites for essays. Ideally, the advisor would set up a routine of sending out weekly announcements on various issues, which could include clarifications on turnitin, curriculum designs, credits and grades or even types of assignments.

These announcements keep students interested and engaged in their studies. The true benefit of these messages is that the student graduates on time with better quality work. The student benefits and AIU benefits too from productive students.

## AIU PROGRAMS

Please check your advisor section. In the menu you will find the option “Program”. This is the list of the programs we offer to the students.

It is very important for you to know the contents of the program. In this list you will see the courses, documents, and templates for each program. Please make sure you read each section so you get more familiar of what the students are receiving from us.

### List of Courses:

**AIU** lists the courses for each program and the codes for each course. Some courses are mandatory. Some are optional. They are also divided by Phase.

As you know, all **AIU** students must design their own curricula so, once the Curriculum Proposal is approved by the advisor, they will need to add these courses into their student section under the option called “Curriculum Proposal”. There is a specific procedure for the student to add his/her major courses to his/her student section.

### Documents:

For each program you will see the documents pertaining to the program of the student. These documents make it clear what **AIU** is expecting from the student. These same documents are located in the student section under the option Document Management and they are listed phase by phase.

In this section, the student can find each assignment’s **COURSE DOCUMENTS**. Each document gives an **EXPLANATION**, **INSTRUCTIONS**, **ASSIGNMENT**, **FORMAT**, **EXAMPLE** and even the **VIDEOCONFERENCE** of the course. This is why the best recommendation you can give to a student who does not understand what they need to do is to advise them to check the section “Document Management” and read



carefully the documents listed therein. As well, you can direct the students to read their respective handbook.

### Templates:

These are the emails the student receives when we activate the next phase. Every time the student finishes a certain phase, the advisor needs to activate the next phase. Then the system will automatically send an email (template) which includes the instructions to start the next phase.

### Procedure to Activate Phases by the Advisor:

This is the procedure the Advisor needs to follow to activate the next phase.

Go to your Menu section, click on “Student Academic Follow up”, find the student for whom you want to activate the next phase and click on “Setup” (in the column called “Phases Setup”). You will then see a screen where you can check the box “Active” for the Phase you want to activate for this student.

Remember to...

**Activate Phase II** when a student has completed the 3 required courses of Phase I. The student will still be able to submit Phase I courses in Phase II.

**Activate Phase III** when a student has completed all of the mandatory courses of Phase II and the advisor has approved all of the major courses from the student’s Curriculum Design.

**Activate the Phase IV** only if the student has completed their Final Thesis with a passing grade and has completed all academic requirements for their program.



## THE STUDENTS' OBJECTIVE FOR EACH PROGRAM

### BACHELORS PROGRAM

Generally speaking, our new students' level of knowledge is higher than students enrolled on a traditional setting because the professional abilities our students have earned so far in their lives, based on their working experience, is superior than traditional students.

The main objective of the Bachelors level program at **AIU** is to essentially shape the individual. As a result, the students are able to reach an optimal level in an environment full of different variables such as chaos and constant variation. The goal is to seek the sustainable self-development of the human being in his/her surroundings.

Welcome to the Academic and Personal Challenge of Self-Progress.

LINK IN ENGLISH. [BACHELOR'S PROGRAM](#)

LINK IN SPANISH. [PROGRAMA DE LICENCIATURA](#)

### ACADEMIC REQUIREMENTS

The candidate that qualifies to be in the Bachelors Program at **AIU** must have fully completed their High School courses. A High School diploma or official transcripts must be submitted. Additional work experience is an additional advantage but it is not necessary.

### MASTERS PROGRAM

Generally speaking, the level of our students in the Master's program is higher than the one obtained from traditional institutions. This is due to the great specialization and experience of our students in their professional and working fields. This is why the candidate of **AIU's** Master's program receives the necessary tools to be a self-disciplined self-learner according to the current Global Environment. This allows the student to establish the basis for a Continued Education and, in some cases, reaching the level required to continue at the Doctorate program.

Having said that, in this level of studies, it is highly recommended to speak and read fluently at least two languages and also publish and/or copyright the coursework submitted.

Welcome to the Academic and Personal Challenge of Self- progress

LINK IN ENGLISH. [MASTERS PROGRAM](#)

LINK IN SPANISH. [PROGRAMA MAESTRÍA](#)

### ACADEMIC REQUIREMENTS

The candidates that qualify to be in the Master's Program at **AIU** must have fully completed their Bachelor's degree. A Bachelor's degree diploma or official transcripts must be submitted. Additional work experience is an additional advantage but is not necessary.



## DOCTORATE PROGRAM

**AIU's** Doctorate degree program requires 3-4 years of sustained study from eligible candidates. However, some students with previous academic training at the doctorate level can complete the program in a shorter period of time.

As other similar programs from famous universities, the fundamental objective of our program is to compel students to contribute through an application of the acquired skills or knowledge a significant and original share to the cultural heritage of humanity in any scientific field. Correspondingly, research outcomes should also be published in a major magazine, preferably in one with an international audience.

At **AIU**, we are proud of the high level of academic, professional, personal and/or social achievement reached by our graduates in most cases. There lies the rationale of our hope that you will, in the future, join the reign of this select group committed to build fundamental changes in our world's destiny.

LINK IN ENGLISH. [DOCTORATES PROGRAM](#)

LINK IN SPANISH. [PROGRAMA DE DOCTORADO](#)

## ACADEMIC REQUIREMENTS

The candidate that qualifies to be in the Doctorate Program at **AIU** must have fully completed their Master's degree. A Masters diploma or official transcript must be submitted. Additional work experience is an additional advantage but is not necessary.

## ADVANCED PLACEMENT MASTERS PROGRAM

It is an honor for **AIU** to have a dual program in the Bachelor and Masters programs. The level of our new enrolled students often surpasses the level of students enrolled in traditional programs. This is due to the professional experience acquired beforehand by the individuals.

The fundamental objective of the Bachelors level program at **AIU** is to essentially shape the individual. As a result, he/she is able to reach an optimal level in an environment full of different variables such as chaos and constant variation. The goal is to seek the sustainable self-development of the human being in his/her surroundings.

The Masters level is a process of specialization, highlighting the professional and work experience of the student. In this program at **AIU**, the candidate acquires a self-actualization and a self-development that goes hand in hand with the environment of globalization that exists today. These new skills help the candidate establish the required basis for a continuing education; and in some cases, they even acquire the necessary level to continue at the Doctoral Level.





This is the reason why, at this level of studies, the proficiency in at least two languages is highly recommended. Also, the publication or registration of copyrights that have been obtained in the past is recommended, in spite of the fact that they are basic to the professional, material and/or social opportunities.

There should be greater specialization from the student, with practical and verifiable applications that allow professional development as well as its practice in the labor area. On the other hand, they should contribute important elements to the local and international culture.

LINK IN ENGLISH. [ADVANCED PLACEMENT MASTERS PROGRAM](#)

LINK IN SPANISH. [PROGRAMA INTEGRAL DE LICENCIATURA Y MAESTRÍA](#)

## ACADEMIC REQUIREMENTS

The candidate that qualifies to be in the Advanced Placement Masters Program at **AIU** must have fully completed their High School curriculum. A High School diploma or official transcript must be submitted. Additional work experience is an additional advantage but is not necessary.

## ADVANCED PLACEMENT DOCTORATE PROGRAM

**AIU** requires from the candidates that qualify between 4 to 5 years in order to complete this program as a full time student. However, some students with previous levels of postgraduate experiences can finish the program in a shorter period of time.

As other similar programs from famous universities, the fundamental objective of our program is to compel students to contribute, through an application of the acquired skills or knowledge, a significant and original share to the cultural heritage of humanity in any scientific field. Correspondingly, research outcomes should also be published in a major magazine, preferably in one with an international audience.

At **AIU**, we are very proud of the extraordinary level that our graduates have acquired, because of their economic, academic, professional, personal or social development. Because of this, we expect you to be part of this selected group in the future, and be able to generate fundamental change in the destiny of humanity.

LINK IN ENGLISH. [ADVANCED PLACEMENT DOCTORATE PROGRAM](#)

LINK IN SPANISH. [PROGRAMA INTEGRAL DE MAESTRÍA Y DOCTORADO](#)

## ACADEMIC REQUIREMENTS

The candidate that qualifies to be in the Advanced Placement Doctorate Program at **AIU** must have fully completed their Master's degree. A Master's degree diploma or official transcript must be submitted. Additional work experience is an additional advantage but is not necessary.





## TRANSFER CREDITS

At AIU, we value the student's previous work and academic experience. Students are able to submit their transcripts or work experience documents for transfer credit. However, there are certain guidelines for each program:

There are two alternatives:

- 1) Transfer credits based on **Academic Credits:** AIU can validate the credits that the student took in the past in another college. The student has to be requesting the transfer to include these courses in his/her AIU Transcript. These courses must be in the same level program that the student is enrolled in. The student needs to submit a copy of the Transcript showing the courses he/she took. The courses are to be evaluated by the advisor and the advisor will notify the student if they can be transferred. The courses have to be related to the students' field.

You need to receive from the student a copy of the Transcript showing the courses he/she took. With this transcript in hand, you must upload each and every course in the AIU transcript using the option EDIT located in the second section from top to bottom (Transfer Credits).

At the top of the transcript you must type in "Basis for the Transfer", the name of the institution where the student completed these courses.

In addition, if the student has finished all of his/her courses in another institution, the student can request to become an ABT student.

- 2) Transfer credits based on **Work Experience: This only qualifies for a Bachelor Level Program.** The advisor may assign the student 10 credits per year of working experience, not exceeding 80 credits. The work experience credits must be related to the field. If the student has both work experience and academic experience, the academic experience comes first and the advisor can only transfer a maximum of 80 transfer credits. In other words, if a student has 8 years of working experience or more he may receive the 80 credits. For a Master and Doctorate programs, the number should be ZERO because we do not transfer credits based on work experience for these types of students. At the top of the transcript you must type in "Basis for the Transfer", the name of the institution where the student completed the previous program.

## TRANSFER CREDITS CRITERIA

### Bachelors:

No more than 80 credits can be awarded based on work experience. Academic credits can be awarded, but only if those credits were done at the Bachelors or associates level. Credits based on professional experience can also be transferred. Example, you can transfer 50 credits based on academic experience and 30 credits based on work experience. Remember, academic experience comes first.

Look at the following table for examples on how many credits can be transferred in the Bachelors level:



<b>Student/Credits</b>	<b>Work Experience</b>	<b>Academic Experience</b>	<b>Sum of Credits</b>	<b>Total Credits</b>
A	4 years (40 credits)	30 credits	(Work+Academic) (40+30)	<b>70</b>
B	6 years (60 credits)	40 credits	(Work+Academic) (40+40)	<b>80</b>
C	8 years (80 credits)	20 credits	(Work+Academic) (60+20)	<b>80</b>
D	2 years (20 credits)	100 credits	(Academic) 100	<b>100</b>

#### Masters:

Credits based on academic experience can be awarded, but only if these credits were done at the Masters level or above in another institution. Credits based on professional experience cannot be awarded at this level.

#### Doctorate:

Credits based on academic experience can be awarded, but only if these credits were done at the Doctorate level or above in another institution. Credits on professional experience cannot be awarded at this level.

#### Advanced Placement Masters:

Verify if the student is completing his/her Bachelors or Masters degree. If he/she is completing his/her Bachelors degree, then you can award up to 80 credits based on work experience. You can also transfer credits based on academic credits. Look at the table above.

Example, you can transfer 50 credits based on academic experience and 30 credits based on work experience. If the student is completing his/her Masters degree, then only award credits based on academic performance if these credits were done in another institution at the Masters level.

#### Advanced Placement Doctorate:

Verify if the student is completing his/her Masters or Doctorate degree. If the student is currently completing his/her Masters degree, then only award academic credits that were done in an institution at the Masters level. If the student is completing his/her Doctorate degree, then only award academic credits that were done in an institution at the Doctorate level.



<b>Program/Criteria To Transfer Credits</b>	<b>Academic Experience</b>	<b>Work Experience</b>
Bachelors	Yes- until all but thesis	Yes – Up to 80 credits
Masters	Yes – until all but thesis	No
Doctorate	Yes – until all but thesis	No
Advanced Placement Masters	Yes –until all but thesis in Bachelors and Masters	Yes if it is in Bachelors – Up to 80 credits.
Advanced Placement Doctorate	Yes – until all but thesis in Masters and Doctorate	No

### ADDITIONAL GUIDELINES

Please make sure the transcript comes from an accredited institution and make sure the transfer credits were performed at the same level. Example, in the transfer of Bachelors’ transfer credits, the institution transcript must be in the Bachelors level.

The courses that you transfer should have a grade of A or B and they are worth a maximum of 3 credits each. You can give the student less credits if those credits are written in the original transcript.

The courses transferred should be in the same area of study as the student’s current area of study at AIU.

The course code should stay the same as in the other institution’s transcript. For example, a student with a course of English received a grade of 90 from the institution “The University of Hawaii”. The course code for this course is ENC 1101. The AIU transcript should look like this:

Basis of the Transfer: The University of Hawaii

Transfer Credits “A”:

<u>Code</u>	<u>Course Description</u>	<u>Cred. Hours</u>	<u>Grade</u>	<u>Points</u>	<u>GPA</u>
ENC 1101	English	3	A	12	4.0

The basis of the transfer is “The University of Hawaii” because that is where this student completed the course.

If there is no course code we have a system to determine our course codes:

Each code must have 3 letters, space, 3 digits. The 3 letters are the initials of the name of the assignment; for example, if the name of the assignment is "Electronic Marketing",



please select EM as the initials plus the letter "A" as the second letter of the second word, so the letters will be "EMA". Digits: the first digit must be 2 (bachelors program), 4 (masters program) and 6 (doctorate program). The next two digits are based on the initials you just set up (the first two letters) against the phone keyboard, in this case the first two letters are "E" which is associated with the number 3 and "M" which is associated with the number 6 on the phone keyboard. If we are talking about a Masters program as an example, the complete code will be: EMA 436, if we are talking about Bachelors program as another example, the complete code will be: EMA 236. Another example: Psychology for Doctorate, the code will be: PSY 677.

## ABT STUDENTS

The students who previously studied at an institution and finished all of their courses, but were not able to graduate are able to become an ALL BUT THESIS student (ABT). The procedure for students to follow to become an ABT student is as follows:

1. Register online
2. Signal in your application that you have finished a curriculum and you want to transfer the courses that you have finished previously.
3. Once it is written, you will have to do the first phase of studies completely. This is where you would present all of your documentation that you can prove your experience and show the subjects that you have finished in the previous program with your copy of the corresponding Transcript (Portfolio).
4. Phase II: Once you have finished all of this, AIU will transfer all of your credits from your previous institution and they will appear in the AIU transcript.
5. AIU may require one or a couple complementing additional courses prior to the creation of your thesis.
6. When you finish your first phase, AIU's academic department will confirm that you qualify to the ABT program at AIU and your Phase III will be activated so that you can present your final thesis.
7. When you present your final thesis, the Academic Department will evaluate it.
8. When your final thesis is approved, AIU will activate your fourth phase and will send you graduation letters so that you can process your order of graduation documents, diploma, and official transcript.
9. AIU will wait for your graduation fee and apostille of \$370. Then AIU will order your graduation documents to be prepared.

## WHAT SHOULD WE EXPECT FROM EACH PHASE OF THE PROGRAM?

As academic advisors, we should expect the student to grow intellectually. In the phase I the student writes about his/her past, present, and future paths. We should know the student better through the assignments that he/she submits. We can understand his/her aspirations or goals in life, and where he/she is heading into the future.





In the phase II the students carry out their tasks that will benefit them in the future. We should see the student specialized in their fields and geared towards their goals. We should encourage the students to reach their goals and aspirations. Phase III is the thesis or final project. This is where the students culminate their studies and apply what they have learned through the program into a final task.

When the student reaches Phase IV, we should expect to see substantial growth between the person who started the program and the person that is finishing the program. With each phase the student keeps developing their abilities. The student should constantly apply their learning into their personal, academic, and personal life. By doing so, phase IV is the rite of passage from AIU into their future life.

## GRADING & CREDIT REQUIREMENTS FOR GRADUATION

Grade	Points Assigned for Letter Grades
A	Excellent..... 4.00
B	Good average ..... 3.00
C	Satisfactory average..... 2.00
D	Acceptable but under the standard average..... 1.00
F	Fail..... 0.00
I	Incomplete: A temporary grade given when the student doesn't complete the course requirements due to a reason outside his/her control.
J	Exempt
P	Approved
T	Credit transfer (No GPA included)
U	Inspected (without credits)
W	Academic withdrawal

### **CREDIT REQUIREMENTS:**

- Bachelors: 120 Credits
- Masters: 30-50 Credits
- Doctorate: 50-60 Credits

In order to know how many credits an individual has to-date, the student should log in to his/her transcript section. In the main page of the student's page, he/she will find a link called "Transcripts" under the heading Personal Information. In the bottom right of this transcript, the student will find **TRANSCRIPT SUMMARY**. There one can find the sum of **TRANSFERRED CREDITS** along with the total credits that the student has earned thus far.

The students will be able to see in this transcript: Cr. (credits) Gr. (grade) GPA (grade point average), All the data is averaged since the data varies in each program.

Cr: refers to the credits that are assigned to the corresponding assignment. One (1) credit is normally equivalent to approximately 30 hours of theoretical-practice learning.

Gr.: refers to the grade that is assigned to the assignment in question.

GPA: refers to the result of the multiplication of the number of credits by the value of the letter grade given to the assignment.



## PHASE I

The following assignments are part of the phase I: The Comprehensive Resume, Portfolio, and Autobiography are mandatory assignments. The non-required but important assignments are The Questionnaire, Self-Evaluation Matrix, Integration Chart, Guarantee of an Academic Degree, and Philosophy of Education.

## THE IMPORTANCE OF ACADEMIC ADVISORS IN PHASE I

Many, if not all of our students have never studied in an institution as **AIU**. They do not know how to submit assignments and the way we work with our philosophy. The first phase is critical to guide the students in their second phase assignments. The first phase's purpose is to acclimate the student into our way of learning. Though every phase is imperative for the students' success, the second phase is imperative in their professional activities as it is where they will develop their skills in their particular field. That is why the importance of academic tutors' guidance is critical in Phase I.

## THE IMPORTANCE OF AIU TUTORS ON PHASE I

From the moment students are admitted into **AIU**, a tutor is assigned to them. The Tutor at **AIU** applies their motivational and organization skills to successfully introduce the enrolled students to their program. Academically, tutors make sure that the program at **AIU** will work for the goals of the student, make sure students finish phase I within the established deadline, and go over every step of the program. On the financial side, they clarify payment plan for the student, verify payment due date for the student, and make sure that the first payment from the student is received

The advisors concentrate on academics and grading. A tutor is side by side the students. You can contact the tutors to help the students' growth and work together to achieve successful results.

## MANDATORY ASSIGNMENTS:

### Communication and Investigation (Comprehensive Resume)

#### **(2 credits mandatory by AIU)**

The student should complete this assignment by including their past (retrospective), the present (the current) and the future (prospective) achievements or goals and aspirations. It is very important that when talking about the future, the student includes their transcendence from this world. Since the student will visualize their expectations, it will be an experience where "there are no limitations". At **AIU**, we agree with the multitude of research that confirms the manifestation of our thoughts by creating a synergetic synchronization.

**OBJECTIVE:** This assignment is a fundamental beginning for the degree that the student wants to obtain at **AIU**. It is the foundation that allows us directly to maximize the retrospective, current, and prospective experiences that are included in the life of our students, leaving us with a clear evaluation of their mission and the





requirements that should be acquired to accomplish their vision.

When you are completing the evaluation for this assignment you are to make sure that the student has completed all of the required fields (**typed not hand written**). The form must be thoroughly completed.

- **A=** Well written and typed, all of the fields are completed and it is related to the field of interest / degree that the student is seeking.
- **B=** A few of the required fields are incomplete and part of the information is not related to the degree that the student is seeking.
- **C=** Majority of the fields are incomplete and the information is not consistent with the field of interest. (**Not typed**)

When you evaluate the assignment, type in the section “Basis of the Transfer”, the institutions where the student has studied. Also, verify that the date of birth is the same in the Resume as it is in the transcript. If the date of birth is not the same, then change it in the transcript.

#### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Master Program](#)
- [Explanation Advance Placement Doctorate Program](#)
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## Organization Theory (Portfolio)

### (1 credit mandatory by AIU)

This subject consists in progressively listing, scanning, and sending information or supporting material of the student's accomplishments. By doing so, we have supporting records to confirm they are in the correct academic level, as well as heading toward the appropriate level.

**OBJECTIVE:** To verify the necessary documentation to confirm his or her candidacy for the desired degree.

The student must gather all available documentation for the information provided in the current and retrospective sections completed of the Comprehensive Resume. The documentation must be authentic and notarized if need be. (E.g. copies of degrees, transcripts, certification, etc...)

- **A** = folder/binder containing copies supporting all the information provided in the current and retrospective sections of the Comprehensive Resume. (**Well organized documents**)

Please make sure that the student submitted a scanned copy of the following documents to the university through the database:

1. Copy of their diploma(s)
  2. Copy of their transcript(s)
  3. Reference letter(s) from their employee(s) / employer(s)
- **B** = folder/binder/email containing copies of the majority of the information provided in the current and retrospective sections of the Comprehensive Resume.
  - **C** = insufficient information to confirm that all the information provided in the Comprehensive Resume is true and accurate (**not organized/poor presentation**).

When you have evaluated the assignment, type in "Basis of the Transfer", the institutions where the student has studied.

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## Experiential Learning (Autobiography)

### (1 credit mandatory by AIU)

The student will complete an autobiography from his or her birth until his or her transcendence from this world. It is a “definition of what has been and what will become of his or her life”, with events, dates, and qualitative and quantitative variables in the student’s academic, professional, social, and personal areas.

**OBJECTIVE:** To achieve a contact with the student’s life’s events, struggles, successes and failures. As a result, the experiences that have taken the student until this present situation to those which the world takes him/her to where he/she wants to be by a student’s review.

The student must complete a two page or *more* paper on their past, present, and future goals.

- **A=** if the student completes the minimum requirement of **two pages** or **more** on their life.
- **B=** if the student completes less than the minimum requirement, which is two pages (at least a **well written** page); anything less than one page the student must rewrite the assignment and resubmit it for evaluation.

When you have evaluated the assignment, type in in the section, “Basis of the Transfer”, the institutions where the student has studied. Also, verify that the date of birth is the same in the Autobiography as it is in the Transcript. If the date of birth is not the same, then change it in the transcript.

## LINKS ENGLISH

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### OPTIONAL ASSIGNMENTS IN PHASE I

#### Academic Evaluation (Questionnaire)

#### **(1 credit mandatory by AIU)**

This assignment is based on the student honestly answering the questionnaire without receiving aid and registering the time it took to complete it.

The result of the questionnaire does not affect the program or the degree of the student; it simply establishes a reference point that allows us to balance and complete his or her assignments and/or subjects on time. It is a great way to know the student's self-reflection in every situation.

**OBJECTIVE:** To look for an optimal development level for the graduates from AIU, taking this reflection as a reference point to complement those areas that present potential knowledge and/or skills in the student, as well as to increase the student's level of social and human consciousness.

The students must complete the multiple choice answer sheets at the end of the Comprehensive Current Level Questionnaire in their respective handbooks. This assignment is automatically given a grade of **A** because it is based on their self-evaluation.



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## Professional Evaluation (Self- Evaluation Matrix)

### (1 credit mandatory by AIU)

The matrix will have a minimum of 10 lines which will include important abilities in the student's profession, enlisted in high-priority form. These abilities will be described on a scale from 1 to 5 (with 5 being excellent and 1 being poor). They will be placed on three columns. The first column will be the grade that the student gives himself/herself in each one of those abilities; the second, third, and fourth column will be the grade that other people that are considered to be admirable in the student's work, and are involved in the student's profession, give him/her.

**OBJECTIVE:** That the student knows and is aware of his/her strengths and abilities, and faces the challenges of other skills that he will have to work on in order to grow academically, personally, and socially as well. .

The students must present the **matrix chart** completed with critiques of their skills from people who know them. It can be from past work that is unrelated to the major





they are pursuing at **AIU**, because there are many skills which are universal such as leadership, creativity, problem solving, people skills, communication, etc. This student will receive an

- **A=** if the matrix chart is completely filled out on the self-evaluation of the students by their previous / current employer(s) / employees (information like **name, title, telephone number**).
- **B=** if the matrix chart is incompletely filled out (missing information like **name, title, telephone number**).

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### Fundament of Knowledge (Integration Chart)

#### (1 credit mandatory by AIU)

The integration chart is a fundamental part to find the student's prospective endeavors that he/she established in the resume mentioned in the first point. His/her biographical future generates the professional areas of competence in the last column of the format. With this, the student will define his or her courses in his/her curriculum design in the second phase of this program.





**OBJECTIVE:** To help the student generate human competence that will take the student to search the area of expertise that he/she should define. The emphasis of the area of expertise allows the student to have the necessary certification in the dominant faculty that applies in the case of each student. At the same time, the educative areas correspond to the guarantee of an academic grade as explained below.

The student must complete the last column (Professional Fields) of the Integration Chart. Check to see if the student researched (**if needed**) what are the job prospects of someone in his/her field of study. The objective is that as a student, he/she can begin to see what subdivisions are within his/her field to select a direction and structure of his/her curricula at **AIU** and prepare him/her precisely for that. Ideally, these Professional Fields will reflect their entries for the prospective sections of the Comprehensive Resume (See point one). This assignment is automatically an **A** if the students meet the above requirements; if not then they will receive a **B** for effort.

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## Development of Graduate Study (Guarantee of an Academic Degree)

### (2 credits mandatory by AIU)

The AIU student should generate a matrix that should have defined aspects in the graduate's profile and in the columns of the 5 educative areas defined in the operative level of the basis of the study plan.

**OBJECTIVE:** This matrix is the starting point of all the subjects of the student. It should be quantifiable and gradable so that with this, it is guaranteed that the AIU graduate will satisfy the prerequisites of the academic degree; among which are:

- **TO KNOW THE PHILOSOPHY OF AIU AND HAVE A STUDY PLAN CONSISTENT WITH THIS PHILOSOPHY.**
- **TO REACH THE POTENTIAL OF THE STUDENT'S INTEGRAL CURRICULUM.**
- **BE AN EXAMPLARY GRADUATE OF AIU'S PROFILE.**

The students are to select aspects of the AIU Graduate Profile that they wish to improve or work on within each Educational Track. See the definitions in the respective sections of the respective handbooks

This assignment is an **A** if the student completed the assignments in this manner because it is basically a self-evaluation of themselves; if not then they will receive a **B** for effort.

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## Fundamental Principles I (Philosophy of Education)

### (1 credit mandatory by AIU)

The student will write a text of 1-3 pages about the philosophy of education (what he/she thinks about education, the way that somebody can learn at a distance like is done at AIU). As a tool, the student will find information about the meaning of andragogy in point 1.4 of his/her manual of the corresponding degree.

**OBJECTIVE:** To achieve that the student knows the system of andragogy. For the student to make comparisons to highlight the great advantages of our study method so that once concluded their degree, they can access and define and/or match the knowledge during the rest of their life.

#### LINKS ENGLISH

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## SIMPLIFIED FORMAT FOR PHASE I ASSIGNMENTS

From now on, there will be available a simplified format so that the student can submit one assignment with all of the first phase courses in it. This simplified format should be given to those students who are having trouble finishing the first phase. This will allow the student to submit all of the courses at the same time. However, if a student sends a simplified format for the first phase, advisors need to grade each assignment as if it was sent separately. To do this, log in to your advisor section, select the student that



Atlantic International University



has submitted the course. When you grade the assignment, select “phases assignment”, submit new assignment, select the first phase course, and grade the assignment. Continue to do these steps to grade each assignment that was submitted in the simplified format. In the transcript the student should see each assignment graded separately. To access this format in English [click here](#). To access this format in Spanish [click here](#).

## HOW TO SEND ASSIGNMENTS

Assignments are sent through the student section.

**For a step-by-step guide on how to send assignments [click here](#).**





## PHASE II

### THE IMPORTANCE OF AIU ACADEMIC ADVISORS IN PHASE II

As academic advisors, it is very important to help the students in phase II. Academic advisors are not professors, but judges and guides of the professional quality of the student's academic performance.

### THE IMPORTANCE OF AIU TUTORS IN PHASE II

The Tutor at AIU applies their motivational, organization skills to successfully prepare the enrolled students for their courses and assignments. In phase II, the tutor should make sure the students are completing their assignments. They should motivate and encourage the students.

## CURRICULUM DESIGN

**(credits: 1-3)**

The student will create their own Curriculum Design in which they will choose their courses taken from other accredited universities, colleges, or our own list of online courses. It is the student's proposal to excel in their areas of interest. Therefore, academic advisors should think about the way those proposed courses will benefit the student's area of study.

**OBJECTIVE:** In our system, the student has the good fortune to be able to design their own curriculum. Taking into consideration their own experiences, their own interests, as well as the subjects that they already have under control, the student chooses courses in which they require an upgrade, complement, or advanced knowledge, in order to reach their goals from the 1st phase of study.

The Curriculum Design is the development of a study plan. It should contain:

NAME OF THE COURSE (**IN ENGLISH**) (10%)

1. Personal objective for taking the course (20%)
2. Brief description listing areas of course content (25%)
3. Activity of the course including a description of assignment (20%)
4. Source of data (10%)
5. Bibliography with just primary sources (15%)

**IT IS REQUIRED THAT THE NAME OF THE COURSES BE IN ENGLISH WHEN SUBMITTED. THE TRANSCRIPT MUST SHOW COURSE TITLES IN ENGLISH.**





## DR. VALCIN'S Book on Developing a Curriculum Design

AIU's Academic Dean, Dr. Franklin Valcin, has published a book called *Curriculum & Course Design*. This book can help the student prepare the best curricula possible for their program of studies.

At AIU, the curriculum design is one the most important assignments based on the andragogic philosophy of education. This book provides the student with the best information to help them develop a program of studies that will fulfill not only their academic requirements but, ultimately, their life-long goals. We should encourage the students to read the book.

An AIU student can download an electronic copy of *Curriculum & Course Design* from the student resources page for \$5.00. If a student wants, a hardcopy of the book is available for \$30.00 plus shipping. Ask the students to please contact the Student Services Department at [studentservices@aiu.edu](mailto:studentservices@aiu.edu) to purchase their copy.

## CURRICULUM DESIGN COURSES

**IT IS REQUIRED THAT THE NAME OF THE COURSES BE IN ENGLISH WHEN SUBMITTED. THE TRANSCRIPT MUST SHOW COURSE TITLES IN ENGLISH.**

**OBJECTIVE:** The student develops courses to develop and/or complement their knowledge.

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  - [Formato](#)
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## CREDITS TO BE ASSIGNED PER COURSE OF CURRICULUM DESIGN

**(3 credits)**

There are **3 credits** assigned to each course of the curriculum design. No less than 3 credits. The grade, not the credits, for the assignment will determine the quality.

These courses require a **RESEARCH PROJECT** with at least 12 written pages. With a cover page, table of contents and bibliography the **PROJECT** reaches 15 pages (most of AIU students submit courses containing papers 25-35 pages long). Even when an assignment is done with multiple choice questions, it must contain 12 pages of written text. (This applies to the Bachelors and Masters programs. However, the Advisor can assign up to 5 credits per Major Course at the Doctorate level. This depends on the advisor's criteria.)

## DETERMINING NUMBER OF COURSES IN CURRICULUM PROPOSAL

The curriculum proposal should contain enough courses so that the student will be able to complete their program. Therefore, before approving a student's curriculum proposal, the advisor should do a calculation to determine if the proposal has enough courses. Here is the basic equation.

$$\# \text{ of curriculum courses} = \frac{(\text{total credits needed for degree} - \text{total transfer credits} - \text{total credits already completed from phases I and II} - \text{10 credits for thesis})}{3 \text{ credits for curriculum courses}}$$

For example, let's look at a student who wants a doctorate (50 credits). He transfers 12 credits. He already has 6 credits completed from phases I and II. And we estimate 10 credits for his thesis. This particular student would need...

$$\# \text{ of curriculum courses} = (50 - 12 - 6 - 10) / 3$$

$$\# \text{ of curriculum courses} = 22/3$$

$$\# \text{ of curriculum courses} = 7.3$$

We can say that the student needs at least 8 courses in their curriculum design. Less than 8 would not give enough credits for graduation. So in this case, if the student proposes a curriculum with only 5 courses, the advisor should not approve it and ask for at least 3 more courses to be added.

## HOW TO ADD COURSES FROM THE CURRICULUM PROPOSAL

The student uses the link, *Add Courses into Curricula*, at the top of their student page to add a course to their curriculum. They will find there a table for adding the



information for any course. The fields to be completed correspond to the columns of the curriculum proposal. These fields are Title, objective, description, activities, source of data and bibliography.

The correct phase is chosen at the bottom of the table.

## USING OPTIONAL COURSES FROM AIU'S DATABASE

AIU provides courses for the students. These courses can be used by the students in their curriculum design. The advisor upon reviewing these courses in the curriculum design must make sure that the assignment listed in the Activities column is an acceptable type of assignment. Some students might think that the practice tests at the end of these courses are all that is necessary. The practice tests are only for self-evaluation and practice. They do not count toward the grade. The student must present an acceptable assignment, such as a 15-page essay.

## PROFESSIONAL PROJECTS

### **(3 credits)**

Students may be able to earn credits based on professional experience, as well as for projects or works that they have already developed. Integrating these components into their AIU program will enhance their education experience while also allowing them to complete their program more quickly.

These courses require a **RESEARCH PROJECT** with at least 15 pages. With a cover page, table of contents and bibliography the **RESEARCH PROJECT** reaches 15 pages (most of AIU students submit courses containing papers 25-35 pages long). This applies to the Bachelors and Masters programs. The Advisor can assign up to 5 credits per Major Course at the Doctorate level.

## INSTRUCTIONS ON HOW TO DEVELOP A PROJECT COURSE

If they wish to submit their work experience or projects, please ask them to do so by uploading the documents to their student page by following these guidelines:

- Submit it in the same way as any other assignment.
- The title of the course will be “Professional Project: (followed by a title that concretely expresses the knowledge gained from the work experience).
- Make sure the paper follows the guidelines of the document SUPPLEMENT.
- The essay should be at least 15 written pages. Include at least 2 pages of reflection, explaining the knowledge and conclusions they have gained. AIU would like to know the impact their work has had within their community or country.

This project will be reviewed by you, the advisor. You will assign a grade and 3 credits for the work.



## SUPPLEMENTAL RESEARCH COURSE

### (2 credits)

The essays for the courses of the curriculum design are at least 15 pages in length. However, the student can add a supplemental course for one less credit that requires an essay of 10 to 15 pages. The subject material for this course is a book, internet site, new development or special issue related to the major of the student.

The student after studying the special material writes an essay first describing the issue and then giving their own views on its relevance and importance to their educational vision.

The title of the course will have the format...

Supplemental Research: (description of material).

## SEMINAR COURSES

### **LIST OF BOOK ESSAYS (LISTED BY PROGRAMS): Bachelors (English)**

1. Fractal Time
2. Building Social Business
3. Creating a New Civilization through Social Entrepreneurship
4. 2010 State of the World: Transforming Cultures from Consumerism to Sustainability.

### **Bachelors (Spanish)**

1. Fractal Time
2. Building Social Business
3. Hacia el Abismo: Globalización en el Siglo XXI
4. 2010 State of the World: Transforming Cultures from Consumerism to Sustainability.

### **Masters (English)**

1. Fractal Time
2. Building Social Business
3. The Element
4. Where Good Ideas Come From: The Natural History of Innovation.

### **Masters (Spanish)**

1. Fractal Time
2. Building Social Business
3. The Element
4. El Experimento de la Intencion: Como Cambiar Tu Vida y Cambiar el Mundo con el Poder del Pensamiento

### **Doctorate (English and Spanish)**

1. Fractal Time
2. Building Social Business
3. The Divine Matrix: Bridging Time, Space, Miracles, and Belief
4. Quantum Shift in the Global Brain: How the New Scientific Reality Can Change Us



and Our World.

**Advance Placement Masters (English)**

1. Fractal Time
2. Building Social Business
3. Creating a New Civilization through Social Entrepreneurship
4. 2010 State of the World: Transforming Cultures from Consumerism to Sustainability
5. The Element
6. Where Good Ideas Come From: The Natural History of Innovation.

**Advance Placement Masters (Spanish)**

1. Fractal Time
2. Building Social Business
3. Hacia el Abismo: Globalización en el Siglo XXI
4. 2010 State of the World: Transforming Cultures from Consumerism to Sustainability
5. The Element
6. El Experimento de la Intencion: Como Cambiar Tu Vida y Cambiar el Mundo con el Poder del Pensamiento.

**Advance Placement Doctorate (English)**

1. Fractal Time
2. Building Social Business
3. The Element
4. Where Good Ideas Come From: The Natural History of Innovation
5. The Divine Matrix: Bridging Time, Space, Miracles, and Belief
6. Quantum Shift in the Global Brain: How the New Scientific Reality Can Change Us and Our World.

**Advance Placement Doctorate (Spanish)**

1. Fractal Time
2. Building Social Business
3. The Element
4. El Experimento de la Intencion: Como Cambiar Tu Vida y Cambiar el Mundo con el Poder del Pensamiento.
5. The Divine Matrix: Bridging Time, Space, Miracles, and Belief
6. Quantum Shift in the Global Brain: How the New Scientific Reality Can Change Us and Our World.

**Seminar International Development I – Essay: Fractal Time**

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide - How to Develop an Essay.

**OBJECTIVE:** Through this assignment, the student will find an interesting perspective on life cycles to modern discoveries. Braden explains how our present mirrors our past cycles of time. The student will find how to make sense of the constant changes in today's world. Through these discoveries, we are guided away from the destructive



choices made in the past and are shown a way “to the greatest possibilities of our lives”. The author does a great job explaining how the past can reveal our future.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA DESARROLLAR UNA MATERIA EN AIU](#)

## Seminar Administrative Development I – Essay: Building Social Business (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How To Develop an Essay.

**OBJECTIVE:** This book is fundamental to understand new developments in the world. Yunus received the Nobel Peace Prize in 2006 for his work in microcredit. He is the pioneer of microcredit, and his book details his developments in social business as a continued practice in today’s world by major corporations. Social business has become a new dimension of capitalism. Through this book, we hope the student learns from Yunus’ example.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world and they have download for the movie) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)





- [Explanation Doctorate](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

#### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

### Seminar Cultural Development I - Essay: Creating a New Civilization through Social Entrepreneurship

(1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How To Develop an Essay.

**OBJECTIVE:** This is a book that can be generalized for students of any area in the University level. Also, this book shows how entrepreneurship is possible, especially in tough times of financial and economic crisis. Social entrepreneurs are emerging in all facets of society undertaking important tasks. We hope the student enjoys this book and learn from great entrepreneurs.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

#### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Advance Placement Masters Program](#)
  - [Guide for Writing an Essay](#)

### Seminar International Development II– Essay: 2010 State of the World: Transforming Cultures from Consumerism to Sustainability

(1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How To Develop an Essay.

**OBJECTIVE:** Through this assignment, the student will understand ways in



which we can control the education, the media, governments, traditions, and social movements in order to restore our cultures through sustainability. These leading institutions lead our lives, and the Worldwatch Institute details the transformation of those institutions to create a better world. Through this text, we hope the student learns through their findings valuable information on sustainability and restoration of the Earth.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Advance Placement Masters Program](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development II – Essay: Hacia el Abismo? Globalizacion en el Siglo XXI (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How To Develop an Essay.

**OBJECTIVE:** Through this assignment, the student will understand different viewpoints in today's globalization arena. Edgar Morin wants us to be conscious of the world in which we live in. He asks, "Where are we heading?" Throughout the book, he explains whether we are heading towards the abyss or whether we can do something about our current situation.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)



## Seminar Personal Development I – Essay: The Element

(1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** This book will make the student think about ways in which we can discover our passions to change everything in our lives. Ken Robinson and Lou Aronica bring in perspectives that will help us adapt to the world in which we live in. They claim we need to discover our interior Element. By developing our talents, our relationships, as well as our personal and professional lives, our outlook in life will change completely.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Master](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Maestría](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development II or III- Essay: Where Good Ideas Come From: The Natural History of Innovation

(1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** This book is important as it explains questions we have always wondered. Where do good ideas come from? Through time and by integrating different disciplines, Steven Johnson explains seven key patterns in innovation. By doing so, Johnson gives us tactics to generate our own creative breakthroughs.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.



## LINKS ENGLISH

- [Explanation Master](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

## Seminar International Development II or IV-- Essay: El Experimento de la Intencion: Como Cambiar Tu Vida y Cambiar el Mundo con el Poder del Pensamiento

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** This book explores our possibilities of making changes through our intentions. Lynne McTaggart shows us how our thoughts and intentions have profound effects on physical reality. We can use strategies to better ourselves and our planet through our intentions. McTaggart invites us to join her experiment of intention to show us the power of our minds.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

## LINKS SPANISH

- [Explicación Maestría](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development II or III-- Essay: Quantum Shift in the Global Brain: How the New Scientific

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** Through this assignment, the student will be challenged to understand the reality we are facing today as an obstacle to survive by changing rapidly. Ervin Laszlo guides us through this process to show us what we must do to adapt to the



transitions we are constantly facing. As we are all interconnected, we can find the way to live with insight, wisdom, and confidence.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

#### LINKS ENGLISH

- [Explanation Doctorate](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

#### LINKS SPANISH

- [Explicación Doctorado](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

### Seminar Personal Development II or III— Essay: The Divine Matrix: Bridging Time, Space, Miracles, and Belief (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** Through this assignment the student will explore a divine matrix where everything will be connected mysteriously. By bridging the gap between imagination and reality, Gregg Braden writes about how time, space, miracles, and beliefs are interconnected. This book will show us 20 keys of conscious creation to interpret the reality that comes from our imagination.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

#### LINKS ENGLISH

- [Explanation Doctorate](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

#### LINKS SPANISH

- [Explicación Doctorado](#)
- [Explicación Programa Integral Maestría y Doctorado](#)





- [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## OPTIONAL ESSAYS

The students can develop an essay of the following books as additional assignments. They can choose to develop one essay, two, three, all of them, or none of them.

## Seminar Cultural Development I - Essay: The Hidden Connections

### (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** This is a book that can be generalized for students of any area in the University level, also, it is a book that integrates the different technical and human disciplines that allows the student to have a holistic vision in the resolution of developing alternatives in interdisciplinary matters as well as in the globalized world in which we live in, and to obtain a sustainable development. With this book, several subjects from the University level are covered in different ways as in prestige universities like AIU.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

## LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Videoconference](#)
  - [Guide for Writing an Essay](#)

## LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)



## Seminar Administrative Development I – Essay: What the BLEEP do we know?

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** This essay is fundamental to integrate the advances and scientific tendencies in our daily lives as the one of our communities, optimizing the evolution possibilities. It is very satisfactory to find integrated in a single film and/or book most of the thoughts, theories, and discoveries of the present scientists; with greater reason when they appear to us of an accessible way and with an ample range of applications that are concrete and practical.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world and they have a download link for the movie) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- Explanation Advance Placement Masters Program 56
- [Explanation Advance Placement Doctorate Program](#)
  - [Videoconference Part 1](#)
  - [Videoconference Part 2](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia Parte 1](#)
  - [Videoconferencia Parte 2](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development I– Essay: *In Defense of Globalization*

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.



**OBJECTIVE:** Through this assignment, the student will get the vision of the benefits of globalization in this world, rather than the distraction of seeing it as an inconvenience. We can take the opportunity to reduce poverty, to include the rights of women and children, as well as democracy, culture, human rights, and improve our environment. Then, we can also minimize the social and economic risks, or the fanatic financial capitalism.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Advance Placement Masters Program](#)
  - [Videoconference](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
  - [Videoconferencia](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development II – Essay: *How To Change the World: Social Entrepreneurs and the Power of New Ideas*

(1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How To Develop an Essay.

**OBJECTIVE:** With David Bornstein, author of such book, the level of human consciousness is reborn as the fundamental element in our global tendency of the social entrepreneur at all levels of occupation from the human race; presenting with this the evolutionary development that breaks present paradigms so with this any of us with determination and innovation can signify an immense difference in our global village.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Advance Placement Masters Program](#)
  - [Videoconference](#)





- [Guide for Writing an Essay](#)

#### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
  - [Videoconferencia](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

### Seminar International Development I or III – Essay: *The Fortune at the Bottom of the Pyramid: Eradicating Poverty through Profits*

#### (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** The student obtains a vision of the worldwide trends in general development by breaking the paradigms of many countries political preferences, cultural and/or social differences. The growth of the market alternative for poor people is an opportunity with more potential for general development and probably for a new era in globalization.

This book is not necessarily located in the **AIU** Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

#### LINKS ENGLISH

- [Explanation Master](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Videoconference](#)
  - [Guide for Writing an Essay](#)

#### LINKS SPANISH

- [Explicación Maestría](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

### Seminar International Development II or IV – Essay: *Philosophy in Crisis: The Need for Reconstruction*

#### (1-2 credits)



We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** Through this book, Mario Bunge re-creates the Human Consciousness Level as a fundamental element to the Evolutionary Development of the human being, breaking the paradigms that the philosophy is only valid in certain areas of academia. We are convinced that this coursework will be an important element which will complement the student's development.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Master](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)
- Videoconference 59
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Maestría](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## Seminar International Development I or V- Essay: The Next Global Stage

### (1-2 credits)

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** The student obtains a vision of the global tendencies of general development that are breaking paradigms belonging to nations and or political currents, and or cultural and social differences.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Doctorate](#)





- [Explanation Advance Placement Doctorate Program](#)
  - [Videoconference](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Doctorado](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia](#)

Seminar International Development II or VI-VI– Essay: Le Método 5. L’Humaine de l’Humanite. L’Identité Humaine: *The Humanity of Humanity. The Human Identity*

**(1-2 credits)**

We expect that the student presents an essay from the book mentioned (about 10 to 15 pages). As a tool the student can access the guide on How to Develop an Essay.

**OBJECTIVE:** The Edgar Morin text take us to a superior and integral level of human consciousness, allowing us to reach at the doctoral candidacy level the holistic vision of the alternatives that as human race we can generate constructively or deconstructive, depending on our on evolution and of the transcendence that this has on the surroundings.

This book is not necessarily located in the AIU Library; the students will need to get it from [www.amazon.com](http://www.amazon.com) (They ship everywhere in the world) or from [www.campusi.com](http://www.campusi.com) or any other resource.

### LINKS ENGLISH

- [Explanation Doctorate](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Guide for Writing an Essay](#)

### LINKS SPANISH

- [Explicación Doctorado](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA LA ESCRITURA DEL ENSAYO](#)

## HOW SHOULD AN ADVISOR EVALUATE AN ASSIGNMENT?

The following general guideline is used to evaluate an assignment.

1. Read again the degree program student manual.
2. Cover (2%)
3. Index (2%)
4. Page numeration. (1%)
5. Introduction (5%)
6. It is preferable to use the 6 questions in the development of the assignment...



- What? When? Where? How? Why? For what? (no specific order). (10%)
7. Diagrams. (5%)
  8. Statistics (optional depending on the theme). (10%)
  9. Examples. (10%)
  10. Technological and scientific advances. (5%)
  11. Perspective of the selected theme upon local, regional and global levels. (10%)
  12. Your opinion(s). (5%)
  13. Explanation of opinions. (10%)
  14. Personal experiences. (5%)
  15. Advantages and disadvantages. (5%)
  16. Conclusions. (5%)
  17. Bibliography (best to be during previous 6 years). In the case of citing web pages, the exact place of the copied paragraphs is necessary. Turnitin will verify the legitimacy of the bibliographic references. (10%)

## STUDENT'S CHECKLIST FOR ASSIGNMENTS

**IT IS BEST THAT THE STUDENT ADDS THIS SHEET TO THE END OF THEIR DOCUMENT**

**This is a checklist to make sure you have submitted a complete and academically proper assignment to AIU.**

**Before you submit any paper**, use this page to verify the professional quality of your work. If there are more than 2 items you cannot verify within your document, then, please make the appropriate corrections before you submit it.

### Format of Assignment

- \_\_\_\_\_ I have a cover page similar to the sample on Supplement.
- \_\_\_\_\_ I included a table of contents with a corresponding page number for each section.
- \_\_\_\_\_ I followed the outline proposed in the Supplement with all the sub-titles.
- \_\_\_\_\_ The length of my introduction and my conclusion is appropriate for the size of my document.
- \_\_\_\_\_ Every section of my document followed a logical sequence (1, 2, 3...)
- \_\_\_\_\_ The paragraphs are double-spaced.
- \_\_\_\_\_ The font I used was Arial or Times New Roman, 12 pt.

### Presentation of Content

- \_\_\_\_\_ I have avoided all fancy fonts, drawings, or decorations.
- \_\_\_\_\_ I have used a simple, clear, and easy syntax that is accessible to all.
- \_\_\_\_\_ I have a detailed illustration of the point of view I am trying to defend.
- \_\_\_\_\_ I used graphs, charts, and/or statistics to further scientifically clarify my ideas.
- \_\_\_\_\_ I included a section consisting of *professional* comments and suggestions about the topic.
- \_\_\_\_\_ I had a Spell-checker such as Microsoft Word (or other) review my text for spelling mistakes.
- \_\_\_\_\_ I had a Spell-checker such as Microsoft Word (or other) review my text for grammatical mistakes.
- \_\_\_\_\_ I have at least
  - \_\_\_\_\_ 15 pages of text (developed courses in Phase II)
  - \_\_\_\_\_ 10 pages of text (essay for multidisciplinary book or seminar in Phase II)

### Verifying Credibility

- \_\_\_\_\_ I used references throughout the document as suggested in the Supplement.
- \_\_\_\_\_ Every title mentioned in the text appears in my list of references or vice-versa.
- \_\_\_\_\_ My references are listed in alphabetical order at the end as suggested in the Supplement.
- \_\_\_\_\_ I have verified my assignment through TURNITIN and I have obtained a percentage less than 30%



\_\_\_\_\_ I hereby attest that the work I am submitting is my own compilation to the best of my knowledge.

Only if you are submitting a Thesis

\_\_\_\_\_ I included an abstract of the document (only for the thesis).

\_\_\_\_\_ I used a set of appendices at the end with graphics or other types of supporting documents.

\_\_\_\_\_ I have at least 50 pages of text.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## THE USE OF TURN-IT-IN

In regards to the issue of plagiarism, each essay and thesis must be verified by Turn-It-In. Plagiarism is to take somebody else's work and use it as your own or not give the original author credit for their work. AIU expects the students to write authentic essays presenting their opinions, points of view and personal conclusions. The essay should reflect the personal vision of the student. Of course, sometimes the student must include text and references to prove certain points, which will lead to a higher Turnitin score. At that point, the advisor has the discretion to accept the amount of copied text as appropriate or not. Even so, the student must properly reference all texts used in the essay.

Before the students submit their assignments they should verify that their assignment does not exceed a certain percentage of uncited references. TurnItIn is a great tool as it measures the percentage of similarities in the past students' papers as well as other people's work. The percentage should not exceed **50%** and it is best if the percentage is close to 0%.

**You are required to verify all essay and thesis assignments for plagiarism using turnitin.** Explain to the students the value and professional standard of protecting authentic work. Turnitin is accessed through the *Academic Information* heading on the left of the student page.

## GIVING COMMENTS ON SUBMITTED ASSIGNMENTS

AIU expects the advisor to give the student a comment every time an assignment is evaluated or graded. The comment might only be to congratulate the student for a job well done, such as in the case of an "A". However, if the student received a grade below "A", then the advisor must explain clearly why he got the lower grade and what the student must do to present better work.

## SPECIAL ASSIGNMENTS RELATED TO MAJOR

### Alternative Essays (2 credits)

The students are encouraged to conduct research or read a cutting edge article or book related to their specific field of study. The students can develop an optional course from this work. These courses are part of phase II studies. The assignment will be at least a 10-page essay and receive 2 credits. The grade depends on content, format and the length of the essay.



### Opinion / Comments Course (1 credit or to improve a bad grade)

This assignment is based on finding an article or news item, which the student reads and then sends their opinions and comments about it. A student is able to improve a certain grade or even receive **1 credit** if the document they send is informative. You will receive the same article. So you will know what the student is reviewing. The name of the assignment should be Andragogy I, II, III, etc. for articles worthy of credits. The essay should be 1 to 3 pages in length.

## HOW TO SEND OPTIONAL ASSIGNMENTS

The optional assignments are submitted through the students' page. They need to program their assignment the same way they program the assignments from their curriculum design (title, objective, description, activities and bibliography). Once they have done so, they can submit their optional assignments for grading.

## WHEN THE STUDENT IS IN THE SECOND PHASE AND KEEPS SENDING FIRST PHASE ASSIGNMENTS

Accept the assignment that the student has submitted. However, it is important that you let the student know that he can continue with his studies and encourage the student to submit second phase assignments.

## OTHER TYPES OF ASSIGNMENTS

In the activities section of the curriculum design, a student states what kind of assignment they will submit for the course. Provided below are some alternatives that exist for the development of the assignments. The student can add diversity to the Curriculum Proposal using different types of assignments. Some types agree better with a course's idiosyncratic perspective of life. (All types fulfill 3 credits for a course.)

It is up to the Advisor to accept or not a specific type of assignment proposed by the student to develop a topic. You, the advisor, may feel that some of the types listed below are not adequate for credits toward a degree. It is the advisor's discretion to decide. Additionally, the Advisor must check through the Curriculum Proposal for the "Activities to carry out the plan of studies" before it is approved. **The Advisor should stipulate conditions upon the assignments before approving them.**

### **1. Research publishable in a magazine or an international forum of the specialty.**

The objective of AIU it is to support new ideas and venues of research and collaboration. By the same token, we ask that research have a regional and worldwide recognition. We know that these contributions to research will be very useful.

To accomplish this, we require that a student's work be published in a magazine, newspaper, and/or other means (TV, radio, Internet, video etc.). Before the realization of the project, consult with the corresponding source to know the necessary requirements to achieve it. Once published, we request the student to send a copy to AIU for filing and diffusion.



**2. Case studies for which the student has access to information.**

If a student, within their work, is participating in a project to benefit and/or to improve their institution, this case could be presented to AIU and then submitted as an assignment. In some specific cases, for other students, it has been accepted as a Thesis depending on its originality, content, and relevance.

**3. Cases of clients and/or those in which you are advisor.**

In the case that a student is an advisor or manager of some project and/or institution in which they participate, they can relate their experiences for credits. Remember that AIU validates work experience in academic credits.

**4. Self-examination of a subject with 20 to 50 multiple-choice questions with an explanation of the correct answers.**

The student creates a series of 20 to 50 multiple-choice questions, each with an explanation of the correct answer. A certain degree of complexity is required in this assignment. The assignment should be at least 15 pages in length.

The student can prepare themselves to teach the subject in the future, which is one of AIU's objectives. The best test of learning is the capability to self-examine oneself.

**5. Patent of the subject in question.**

The goal of AIU is that all research and discovery have a benefit personally, economically, and morally. Obtaining a Patent for the student's work will indicate a great step forward in obtaining recognition and deserved compensation.

**6. Publication of a book or article.**

An excellent way for a student to receive recognition of good work is to publish their essay or thesis in a book, magazine or on the internet.

**7. AIU online courses & optional courses**

AIU has created online courses that the student can include in their curriculum design. They are located in the student section under "Online sources" and "Optional courses". There are two lists. [Click here](#) to access the masters course list. [Click here](#) to access the other course list.

**8. A combination of previous options.**

The student can combine the preceding options into a unique assignment.

## **DEVELOPMENT OF ASSIGNMENTS**

In the students' curriculum proposal the specific guidelines for the assignments has been established. It is the duty of the advisor to make sure that the assignment which is eventually submitted conforms to the guidelines in the original curriculum proposal.

There are many ways to develop an assignment. The basic essay requires an introduction, a developed body and a conclusion. However, on the following page, there is a more complete structure for essays that is recommended to the students.





## General Structure of a Paper for a Developed Course for your Major

**(15-25 page length... however the students can complete longer papers to support their coursework if they choose.)**

### Table of Contents

#### Introduction:

Purpose of the topic, Definition & Rationale for its selection [Approximately One Page]

#### Description

Describe the components of the topic & how they relate to the modern world and your career goals.

[Approximately One Page]

#### General Analysis

Discuss relevant issues and details about the topic. Present research already done with references. [Approximately One Page]

#### Context

Describe the current environment (social, scientific, cultural or environmental) in which the topic exists. Describe the relationship of the topic to this environment. A clear illustration of how it is related to real life on a local, national or even international level. [Approximately One Page]

#### Discussions

List various specific issues and sub-topics. Explore them. Develop them. Present specific knowledge about these issues. What are you learning? [Approximately One Page]

#### General Recommendations

Your suggestions, comments and insights based upon your study of the specific knowledge and issues. Present insight into the importance of your knowledge. How will your knowledge be useful in society? [Approximately One Page]

#### Conclusion: A new perspective

Summarize everything you mentioned above. The conclusion should encapsulate the main ideas and issues presented above with a summary of your insights and recommendations for those issues. [At least One Page]

#### References:

List in alphabetical order all books, journals, internet sources, documents, and other sources used as supporting knowledge for your paper.

## GUIDE FOR WRITING AN ESSAY/TERM PAPER

### 1. WHAT IS AN ESSAY?

Writing simply consists in putting on paper a thought or an opinion. Although, **not** all types of writing are appropriate in the world of academics, which we call essays.



An essay is a type of prose, which briefly analyzes, interprets, or evaluates a topic. It is hence a literary genre just like poetry, fiction, and drama. It is a type of writing that students need to feel comfortable with. The simplest standard essay is usually developed in five paragraphs, introduction, 3 body paragraphs and a conclusion. Key differences between an essay and other forms of writings are:

- An essay uses a formal tone. In your essay, you should stay away from humor, sarcasm, colloquialism, and irrelevant observations or facts. It is essential to understand the contrast that exists in Spanish (more than in English), between spoken language (informal) and written language. English speakers may think that Spanish styles are too formal impersonal or even pretentious.
- One writes for readers who, regardless of their intelligence, may not necessarily know a topic or issue sufficiently well.
- In fact, the fundamental purpose of an essay is to demonstrate total and appropriate knowledge in the most adequate manner possible. It is extremely important to address the objective of the essay accurately.

The value of an essay is assessed on the basis of three key criteria:

1. Well documented content
2. Appropriate and well organized logic
3. Correct use of the language

## 2. THE PRE-WRITING STAGE

It is a myth to believe professional writers complete their tasks in just one try. The truth is that prior to reaching the stage of the finished product, writers must produce several drafts. Hence, it is normal for you to also make several attempts before your text becomes acceptable to readers because this is part of the process.

The recommended initial step is to jot down anything that comes to your mind without the use of a dictionary and without any concerns of right or wrong.

The actual initial steps of the process involve:

1. The elaboration of a web of ideas with no logical reasoning, sequence, or organization.
2. The drawing of an outline with a graphical focus on the central points of the essay.
3. The writing of the first draft.

**IMPORANT NOTE about the TITLE:** In academic essays, the title is an important component. It could plainly state just the topic of the essay. The title could be more creative so as to incorporate some of the intent of the essay as well. The title lays a useful foundation for the reader.



### 3. ORGANIZATION OF THE ESSAY

Each essay consists of three main components: the introduction, the body, and the conclusion. Following are some details about them.

#### 3.1. Introduction

The introduction should be limited to no more than two paragraphs (preferably just one fairly extended).

The introduction has 3 goals:

1. defines the topic
2. indicates the intent of the text
3. points to the organization of the ideas.

The first goal is to clarify the topic of the essay. The introduction should clearly state the subject matter of the essay.

The next goal is to express the intent of the essay. Does it seek to inform, criticize, evaluate, persuade etc.? Different techniques can be used to express the intent. Examples can include:

- Surprise: when the most salient element of the essay emerges suddenly.
- Confirmation: when the essay is based on facts already known, which would eventually ease up the understanding of the idea being presented.
- Contradiction: when the essay starts with a popular idea but quickly swerves towards a contrast that helps make the point.
- Suspense: when the gradual presentation of the idea makes readers wonder how the essay will resolve itself. This gives space to present more and more information.
- Pros and Cons: when both sides of issue are compared and contrasted.
- The better scenario: when two situations are compared and one is proved to be better.

The third goal of the introduction is to list the distinct areas of the subject matter that will be addressed. The main body of the essay will be broken up into different ideas and key points. These main key points should be somewhat briefly stated in the introduction.

#### 3.2. The Body

The body develops all the key points stated in the introduction to their fullest detail. Every aspect of the essay, which are highlighted in the introduction, must be the object of a separate section in the body. In the body, writers display their organizational skills and their mastery of logic.

There are several strategies that can be used depending on the essay genre. These



can include being descriptive, narrative, or expository. Let us consider some examples:

- Analytical Essay. This is about the description of components of an entity. This technique is particularly popular in literature. Thus, the analysis of a novel will look at the characters, the dialogue, the stand, and some other elements typical of an essay.
- Compare and Contrast Essay. It is used to emphasize differences and similarities between two groups.
- Definition Essay. Writers explain a concept unknown to readers. Ways to accomplish this can include, modeling a concept in a class context, illustration through concrete examples, or just semantics with the use of synonyms and antonyms.
- Classification Essay. It is similar to an analysis, but it focuses more on various types of an entity, rather than on the components of a whole. For instance, an old and prevalent type of novel is the picaresque one where the protagonist has a series of episodic adventures in which he/she sees much of the world around him/her and comments satirically on such environment.
- Cause and Effect Essay. This document attempts to underlie the origins and consequences of any reality or phenomenon.
- Persuasive Essay. Tries to convince readers through a mixture of emotions and evidence. This style uses figurative language (images, metaphors, similes, and other rhetorical forms).

### 3.3. The Conclusion

The conclusion is the last paragraph, which recapitulates broadly ideas presented in the thesis topic and the introduction.

In the conclusion, the formula of the introduction is inverted with a brief summary of the essay, its key points and conclusions.

## 4. THE POST-WRITING STAGE

A review with two fundamental steps must follow the writing of the first draft.

- First, one must assess whether the content and the organization of the essay truly conveys the intended message to the reader and if there is cohesion between the sections.
- Secondly, a close focus must be directed to the elements of form (spelling, grammar, punctuation, capitalization, and sentence structure).

It is important to learn from the errors committed in previous essays to avoid the recurrence of the same mistake and to improve one's overall writing skills.

## 5. POLISHING YOUR ESSAYS





With time and practice, the student will build a style of their own. To that end, here is some sound advice and suggestions:

- Read different styles; above all, manage to figure out what styles you like and which ones you would like to adopt.
- Practice your writing with a variety of styles.
- Read popular newspapers. Focus on vocabulary words and unknown figures of style. Build your own lexicon so that you can gradually keep recording new terms or words with a certain level of difficulty.
- Practice and write a lot. Write even at your leisure time. Keep a diary of key moments of your life or write about meaningful events although you do not plan to share your writings with others.
- Open up a correspondence in English with a friend, or participate in chat lines in this language.

## 6. LOGICAL REASONING

This is essential in an essay because it supports both the organizational skills and the persuasive powers of the writer.

In order to have logic, writers use inductive and deductive reasoning. In the former, one starts with concrete examples to formulate general statements. The latter inverts the process and begins with general statements to be proved gradually with concrete illustrations. One advantage of these methods is that readers may also participate in the reasoning process consequently to better understand what is written.

### ¿When is it recommended to use either method?

Actually, it all depends on the topic, the objective of the essay and the intended audience. If the reader is familiar with the issue at hand, manipulation of the information can prove appropriate through inductive reasoning. Otherwise, it might pay to first present a hypothesis (deductive reasoning) or a clear, understandable thesis topic and get thereafter on the task of proving the point.

**IMPORTANT NOTE:** In an essay, it is always recommended to avoid some logical discrepancies with such *generalizations* (baseless comments), *vicious cycles* (attempts to develop a topic with the same terms with no details or clarifications), *illogic information* (irrelevant information with no connection with the announced premises).

## 7. TRANSITIONS

The role of transitions is vital in writing and in every essay. They are sentences or one- word connectors that allow readers to follow the flow of your argument. Unquestionably, well-placed transitions take your readers softly and gently by the hand and shepherd them along. In the examples below (the list is fairly long), transitional words and phrases are classified by topic and meaning:

Addition (to add a detail)





In addition to, furthermore, moreover, besides, then, too, also, both-and, another, equally important, first, second, etc., again, further, last, finally, as well as, in the second place, next, likewise, in fact, as a result, consequently, in the same way,

for example, for instance, however, thus, therefore, otherwise. After, before, then, once, next, last, at last, first, second, etc.,

Time Organization (to show sequence)

at first, formerly, rarely, usually, another, finally, soon, meanwhile, at the same time, during the morning, day, week, etc., most important, later, to begin with, afterwards, generally, in order to, subsequently, previously, in the meantime, eventually, concurrently, simultaneously.

Space Organization (to show location or position)

At the left, at the right, in the center, on top, below, beneath, under, around, above, over, straight ahead, at the top, at the bottom, surrounding, opposite, at the rear, at the front, in front of, beside, behind, next to, nearby, in the distance, beyond, in the forefront, in the foreground, within sight, out of sight, across, under, nearer, adjacent, in the background.

Concession (to display a sense of compromise)

Although, at any rate, at least, still, thought, even though, granted that, while it may be true, in spite of, of course. 42

Emphasis (to reinforce a detail)

Above all, indeed, truly, of course, certainly, surely, in fact, really, in truth, again, besides, also, furthermore, in addition. Specifically, especially, in particular, to explain, to list, to enumerate, in detail, namely, including.

Details (to be specific and to the point)

Thus, for example, for instance, namely, to illustrate, in other words, in particular, specifically, such as.

Examples (to attract)

For example, for instance, to illustrate, thus, in other words, as an illustration, in particular.

Result (or consequence)

So that, thus, consequently, hence, accordingly, for this reason, therefore, so, because, since, due to, as a result, in other words, then.

Summary (before a conclusion)

Therefore, finally, consequently, thus, in short, in conclusion, in brief, as a result, accordingly.

Suggestion (to propose)

For this purpose, to this end, with this in mind, with this purpose in mind,



therefore.

### Contrast (when comparing)

On the contrary, contrarily, notwithstanding, but, however, nevertheless, in spite of, in contrast, yet, on one hand, on the other hand, rather, or, nor, conversely, at the same time, while this may be true

## 8. THE RESEARCH PROCESS

A research type essay is more sophisticated. About 10 pages are usually considered a minimum, and a lot of planning, investigating, and elaborating is required. Sometimes, the essay is informative in that it simply presents valuable data. Or, it can be a true critique that analyzes and interprets information. It can even draw specific conclusions while making recommendations in a convincing and authoritative fashion.

## 9. HOW TO CONDUCT RESEARCH

It is an irony that nowadays, it can be difficult to access material in a traditional library. As a result, the best modern resource is cyberspace. While much information on the internet is fairly worthy, much is not. The bottom line is to carefully filter every piece of information one comes across. Among other things, ensure the name of the author, magazine, or book is readily available. Details about the context in which the document was produced help to determine the true worth of the document.

Many magazines, such as *Modern Language Notes*, constitute an excellent source of information on the Internet. Many university libraries join hands with some sites like “Project Muse” to complete this continuum. Furthermore, many *electronic books* are also available for research or general reading.

As you get into the research phase, you should write down titles of all resources available, starting from the general to the particular. There lies the difference between a broad **bibliography** and a list of **selected references**.

## 10. REFERENCING

In the world of humanities and academics there are several referencing styles. In literature, the Modern Language of America (MLA) format is very popular. A highly recommended reference textbook for this style is: Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th. ed. 1977. New York: The Modern Language Association of America, 1999. In this section, we will look at some of the key details regarding the MLA format.

- While conducting your research, a good idea is to take notes and write down important citations, which you might want to use later.



- To copy someone else's ideas and not give them credit is called **plagiarism** and it is illegal. The correct way to use such ideas is as follows:
- To use a **direct quotation**: "*No ruler, in so far as he is acting as a ruler, will study or enjoin what is for his own interest*" (Plato 24).
- You can also **paraphrase** an idea that you think is important. However, you must give credit to the original writer. For example: *Plato argued that a ruler will act on behalf of its citizens and not on behalf of his best interest* (Page 24).
- Although you mention an author's name at the end in a bibliography, in-text quotations must receive proper credits within the document also. For example, Mark Portman made a solid case about what authors and publishers can do to sell their literary products (2001).
- While you mention the original author of the source within your document, you must also create a bibliography so that the reader can review the list of sources you used in the essay. Also, keep in mind that the way to cite your sources differs depending which writing style you are using. The most popular styles include MLA, APA, and Chicago Style.

Finally, we must also know the correct way to list entries in a bibliography.

Basic acceptable routines are as follows:

(For books) Last Name, First Name. Underlined title. Place of publication: publishing company, year of publication.

(For articles) Last Name, First Name. "Article". Title of the Magazine. Number (year): page – page.

Example:

Shipley, George A. "A Case of Functional Obscurity: The Master Tambourine- Painter of Lazarillo, Edition VI." Modern Language Notes 97 (1982): 225-233.

**THE AIU'S ONLINE LIBRARY IS NOT THE ONLY WAY FOR THE STUDENTS TO SUPPORT THEIR COURSEWORK AT AIU. THE STUDENTS CAN USE ANY RESOURCES THEY WISH TO SUPPORT THEIR COURSEWORK.**

## Development of College Education II (Bibliography)

### (1 credit mandatory by AIU)

The bibliography by the student must have an accepted format, such as MLA. The bibliography should cover web pages, the virtual library and the online courses at AIU. Samples should be given of web pages on the internet, journals, periodicals, and any material that could serve as a source to maintain the standards that the university



requires as far as quality and relevance. (It is preferable that the student choose books within a maximum of 6 years of being published unless the subject of the research is an antique one.)

**OBJECTIVE:** The student must be able to cite a wide range of various bibliographic sources with the proper format. The bibliography must consist of relevant sources to conduct a thorough study of the course objective.

The following 7 pages are a Bibliography Guide designed to teach the student to do bibliography correctly. It has a self-test at the end.



## A Bibliography Guide

### Overall Goal

To comprehend the notion of bibliography

### General Objective

To train students to write a simple, but adequate and exhaustive bibliography consisting of entries with all 5 universally required pieces of data

### Specific Objectives

At the end of this quick study, students will be able to:

1. Define the term *bibliography*
2. Describe more than three dimensions of the importance of a bibliography
3. Explain or clarify the purpose of a bibliography
4. Assimilate the reason why an entry may be deemed incomplete
5. Assimilate the reason why an entire bibliography may be deemed inadequate
6. Gather information for the preparation of a bibliography
7. Identify the five elements required in each bibliographical entry
8. Match bibliographical data with in-text references\*
9. Detect and correct listings that are not referred to within a document
10. Detect and correct incompleteness of a bibliography
11. Detect and correct insufficiencies in a bibliography
12. Distinguish the nature of each source (book, magazine, media, etc.) in each entry
13. Arrange elements of a bibliography in an alphabetical order
14. Fill in blanks or voids even on this issue and with a high degree of precision.

\*In an academic document, we actually need 3 types of references:

1. **Direct Quotation:** You mention exact citations from their authors.  
EXAMPLE: [Valcin (2001, p. 17) stated, "A curriculum should be..."]
2. **Indirect Quotation:** You paraphrase/interpret ideas without citations.  
EXAMPLE: Valcin (2001) had a different view of a curriculum.
3. All names and sources mentioned in the document must be listed in alphabetical order in an official **bibliography** at the end of the document.





## Introduction

For the purpose of clarity, we will simplify every issue dealing with this task of building up a bibliography for whatever class, topic, or reason. While this is a scholarly necessity, it remains essential that students fully understand why they do this, and we want to ensure that all bibliography assignments at AIU will be totally in line with highest standards accepted worldwide. Therefore, our focus will be on the following key issues:

1. Do we understand the actual function of a bibliography?
2. Are we able to determine what makes a bibliography sample acceptable or not?
3. Can we build a complete bibliography with multiple sources of data?

Anyone who answers the above with an acute precision will never fail in the preparation of a bibliography for any purpose.

## The function of a bibliography

Broadly speaking, a bibliography is a list (originally of books only) of all resources we consult in the process of researching a topic of any nature. Nevertheless, a troubling question might be: since I am the one who decided to conduct my research, why do I need external resources? This is exactly where the term "*standards*" comes in to imply that this activity is also ruled by certain rules. Every human endeavor we do not want to get out of control must be governed by specific principles. Similarly, one key rule is that we must know what others had previously written either on the same topic or some corollaries or tangent contexts of it. This is a major requirement. So, if I am writing about the city that I live in, and which I know very well as much as I know my fingers, I must refer to past data from other authors about that city.

Do not forget, we also mentioned that although some topics lend themselves to very little in terms of a review of the literature, the above rule applies to all topics because some aspects of that topic must be as popular as any other. For example, if I go back to the theme of my city, there must be materials about urban living, architecture, history, etc. that relate to my main issue even remotely.

In other words, regardless of my topic, it is a must for me to report (but, not to copy) elements of the literature in my document. Consequently, doing so will lead to my consultation of books and other resources about my document. This is how I acquire plenty of elements for my bibliography. All the resources that I mentioned in my text must be listed at the end in what we call the bibliography. Easily, any short document (2-3 pages) can yield a bibliography of 15-15 sources.

## The competence of a bibliography

Think simply of the following to determine whether your bibliography is both adequate and complete: in my document, people most likely refer to many proper nouns (names of people institutions, landmarks, periods in history, authors, etc.) Every time we make such mention, we must indicate how we know about the name by providing this specific reference in the bibliography. This is what makes the list adequate. We may also tackle a nuance of this idea of adequacy when we ask the question about we really have everything in terms of a truly comprehensive list of sources we used in the document.

Another way to view this issue is to double-check the entries of a bibliography and find out if there are missing pieces. For example, look at this: Jain, A. K. & Kailath, Th. (1989). *Fundamentals of Digital Image Processing*. Do we know where, in the world, this text has been



published, and what the editor or publishing company was? Absolutely not. We cannot do that to a serious reader who has the right to want to check this entry out. Yet, we have not provided that information, and this is wrong. Do not forget the 5 pieces of data we need in every entry of our bibliography: name, date (year), title, place, and publisher.

Does that mean every source we may list in a bibliography must be a book? The answer is no! Remember, what we do with the list is simply inform the readers about what others have *written, said, or done* on the same topic or something close to it. These potential references may exist in any form: magazines, newspaper articles, unpublished dissertation, CD or DVD media, work of sculpture in wood, pottery or marble, radio and TV interviews, etc. If something concrete had happened in any manner in the past on the topic, it may be used in a bibliography. This leads now to the last question.

## The building of a bibliography with multiple sources of data

If I consulted four or more types of sources while researching my topic, do I need a list for each type? Definitely not. One other thing to remember about the purpose of a bibliography is to allow the reader to identify the reference from the text *as quickly as possible*. This is the key reason why *all* entries must be in an *alphabetical order*. Otherwise, it delays the processing of the information in the mind of the reader, and consequently a lack of interest and even discouragement may follow. There is a specific way to list information in a bibliography, which very clearly helps readers determine what specific type of source was consulted for a particular piece of information without resorting to the cumbersome task of building several sections of the bibliography. We will get there shortly.

There are several writing styles in the United States, and we do not want to impose any of them to our students. We want to leave the choice of writing style to each student in particular depending on whether they like the American Psychological Association (APA), the Chicago model, the Modern Language Association (MLA), the Council of Science Editors (CSE), the Harvard Law Review, or any other that might be arising. Furthermore, like I pointed out earlier in this presentation, when it comes to references and the bibliography, these styles differ only in terms of the placement of each piece of data, but they all concur about the specific information necessary in each entry. Hence, we are more concerned mainly about the completeness of each bibliographical entry, which means a listing of the author's name (this can be an institution), the year of publication, the title, the place of publication, and the publisher.

Also, do not forget, you may consult and use any other type of references in your research as follows:

### Information from the Internet with a known author:

Graham, C. (2012). How to build a company culture of experimentation. Mashable Business.  
Retrieved from: <http://mashable.com/2012/08/03/work-culture-experimentation/>

**Information from the Internet with an unknown author** (although it is recommended to avoid this type of support in order to maintain the integrity of the material and the reliability of all sources):

What causes Alzheimer's disease? (2008). Retrieved from:  
[http://www.memorystudy.org/alzheimers\\_causes.htm](http://www.memorystudy.org/alzheimers_causes.htm)



**Information from an article in a magazine or elsewhere an** (the first number representing a volume number and the second the range of pages where the article is within the Magazine whose title precedes the numbers):

Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine*, 346, 591-602.

This format can be used for any audio, DVD, or video file that can be retrieved. This is true for any work of sculpture, email, pottery, advertisement, radio or television show/interview, computer software, posting in any retrievable manner, including, but not limited to, Facebook, Twitter, Google, etc.) If the document or the source is from a personal or familial entertainment chore with no access to the general public, do not use it in an academic document.

The key expression here is the word **retrievable**, that is, about our ability as readers to track down and obtain data mentioned or referred to in an official material. Any way that I can possibly get this document even if it appeared several thousand miles away from where I am, then, it can be used in my academic assignment. In order to wrap this up, let's look at a sample of a one-list bibliography.

Here, you should call this section "References" if you applied the APA format or "List of Works cited" if you used the MLA format, etc. However, since, at AIU, this choice is irrelevant, you may as well call your list "Bibliography" as long as you have all the required elements for each entry.

## Bibliography Sample

Abdulla, H., and Valentine, B. (2009) Fundamental and Ethics Theories of Corporate Governance. *Euro Journals Publishing* [online], Vol.1 (14)

Brown, D.R., and Harvey, D. (2006) An Experiential Approach to Organization Development. 7<sup>th</sup> Edition. USA: Prentice-Hall.

Cole, G.A. (2004) Management Theory and Practice. 6<sup>th</sup> Edition. London: Book Power.

Cooper, D.R. and Schindler, P.S. (2006) Business Research Methods. 9<sup>th</sup> Edition. Boston. McGraw-Hill.

De Niro, R., Levinson, B., and Linson, A. Interview by Charlie Rose. *Charlie Rose*. PBS. WGBH, Boston, Oct. 13, 2008 [MLA]

Field, M., and Keller, L. (1998) Project Management. Canada. Open University Thomson.

Graham, C. (2012). How to build a company culture of experimentation. Mashable Business. Retrieved from: <http://mashable.com/2012/08/03/work-culture-experimentation/>

Hilb, M. (2005) New Corporate Governance: Successful Board Management Tools. 3<sup>rd</sup> Edition. Berlin: Heideberg.

Hill, C.W.L. (2007) International Business: Competing in the Global Market Place. 6<sup>th</sup>



- Edition. Boston: McGraw-Hill Irwin.
- Hillier, S.F., and Hillier, M.S. (2003) Introduction to Management Science. Mexico City: Tata McGraw-Hill Publishing Company Ltd.
- Johnson, G., Scholes, K., and Whittington, R. (2008) Exploring Corporate Strategy. 6<sup>th</sup> Edition. London: Prentice-Hall.
- Lanting, Frans. "Life: A journey through time." Audubon Nov.-Dec. 2006: 48-52. Print.
- Murphy, B. "Tips for a good profile piece." *You Tube*. YouTube. Web. April 19, 2009.
- Newbold, P., Cartson, W.L., and Thome, B. (2010) Statistics for Business and Economics. 7<sup>th</sup> Edition. New York: Pearson.
- New Concise World Atlas. New York: Oxford UP, 2007
- Noe, R.A., Hollenbeck, J.R., Gerhart, B., and Wright, M.P. (2006) Human Resource Management: *Gaining a Competitive Advantage*. 5<sup>th</sup> Edition. Boston: McGraw-Hill.
- Robbins, S.P., Judge, T.A., and Sanghi, S. (2009) Organizational behavior. 13<sup>th</sup> Edition. Delhi: Pearson Prentice-Hall.
- Saunders, M., Lewis, P., and Thornhill, A. (2009) Research Methods for Business Students. 5<sup>th</sup> Edition. London: Prentice -Hall.
- Solomon, J. (2004) Corporate Governance and Accountability. 2<sup>nd</sup> Edition. USA: John Wiley and Sons Ltd.
- Toit, G.S., Erasmus, B.J. and Strydom, J.W. (2008) Business management. 7<sup>th</sup> Edition. Cape Town: Oxford University Press.
- Van Dyk, P.S., Haasbroek, G.D., Schultz, H.B., and Sono, T.J. (2004) Human Resource management. 6<sup>th</sup> Edition. Cape Town: Oxford University Press.
- What causes Alzheimer's disease? (2008). Retrieved from:  
[http://www.memorystudy.org/alzheimers\\_causes.htm](http://www.memorystudy.org/alzheimers_causes.htm)
- Wisniewski, M., and Stead, R. (1996) Foundation Quantitative Methods for Business. London: Prentice-Hall.
- Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine*, 346, 591-602.



Let's now wrap all this up with a list of *critical signals* you must pay attention to after you build your bibliography. If you can check off about 90-95% of the list, you are in good shape with your bibliography. We will move from the very simple to the complex and complicated dimensions of an academic bibliography.

- I have presented only one list.
- I am not using both the words "bibliography" and "references" since they imply the same thing.
- I have arranged all listings in an alphabetical order.
- I have included the following in each entry: name, year, title, place, and publisher.
- I have not begun any entry with a web site.
- I have not used just a web site as a complete entry.
- I have presented Internet sources the same above way, but I include the website for the place.
- I have started web entries with titles only when the author's name is definitely not available.
- I have not included databases as publishers or companies involved in publications.
- I have followed all APA guidelines if I chose to use the APA format.
- I have followed all MLA guidelines if I chose to use the MLA format.
- I have followed all Chicago guidelines if I chose to use the Chicago format.
- I have done my best not to mix guidelines from different writing or bibliography styles.
- I have ensured that readers can quickly identify every category of reference from my list.
- I have double-checked that all my entries are complete to the best of my knowledge.
- I have not simply copied a listing of references from another source as my own bibliography.

## Personal Practice - Andragogic Style

As a conclusion, try your very best to complete the exercise on your own, and draw your own conclusions as to the extent that you understand this bibliography assignment in your degree program at AIU. Keep in mind, its essential purpose is for you to take a shot at your own understanding of this task and your assimilation of the philosophy andragogy that makes of you the authentic and unique manager of your studies. Should you have serious issues about this, direct them at our Academic Department at Atlantic International University or directly at Dr. Franklin Valcin.

Your specific job is to sort out the correct entries and find the ones that must be corrected in the bibliography sample below. Good luck!

- [www.Amnesty.org](http://www.Amnesty.org).





- Anshel, J. (2001). Computer Vision Syndrome. [City or State: Publisher.]
- Ballard, J. G. (1995). Rushing to Paradise. New York: Picador USA.
- Gonzalez, R. C. & Woods, R. E. (1992). Digital Image Processing. Second edition. Addison Wesley.
- [www.aiu.edu](http://www.aiu.edu). Atlantic International University.
- Jain, A. K. & Kailath, Th. (1989). Fundamentals of Digital Image Processing.
- Kalinsky, D. (2003). Basic concepts of real-time operating systems.
- Valcin, F. (2009). Curriculum & Course Design. North Miami Beach: Folawat Press.
- Stallings, W. Operating Systems, Fourth Edition. New York: Prentice Hall.
- Johnson, G., Scholes, K., and Whittington, R. (2008) Exploring Corporate Strategy. 6<sup>th</sup> Edition. London: Prentice-Hall.
- Wittgenstein, L. (1968). Philosophical Investigations. New York: Macmillan.
- Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. The New England Journal of Medicine, 346, 591-602.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Master Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [Videoconference](#)
  - [Example](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)
  - [Videoconferencia](#)
  - [Ejemplo](#)



## PHASE III

Phase III is dedicated to the thesis proposal and the thesis proper.

### WHEN TO ACTIVATE PHASE III

There are two conditions for activating Phase III...

1. When the student is ready to submit their thesis proposal or special project.
2. When the student only needs the credits from the thesis to graduate.

### Thesis Proposal

#### **(1 to 2 credits according to the advisor's criteria)**

The thesis proposal is an assignment that receives credits. It presents a detailed outline of the proposed thesis and consists of at least five written pages.

It is based on the following points that we have enumerated and making sure they use the “Interactions with the University” located in their respective Handbooks.

- NAME OF THE THESIS (COVER) & INDEX (5%)
- INTRODUCTION (10%)
- DESCRIPTION (10%)
- GENERAL ANALYSIS (10%)
- ACTUALIZATION (15%)
- DISCUSSIONS (20%)
- CONCLUSIONS (20%)
- BIBLIOGRAPHY & REFERENCING (10%)

**OBJECTIVE:** That the student clarifies a vision of the objectives and methods of the thesis.

### LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Masters Program](#)
- [Explanation Advance Placement Doctorate Program](#)

### LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)
- [Explicación Programa Integral Maestría y Doctorado](#)



## Final Thesis

**(5 to 10 credits according to the advisor's criteria)**

The advisor needs to be aware of how many credits the student needs to graduate when awarding credits in phase III. **For example**, if the student has 43 credits and needs 50 for their doctorate, receiving 5 credits for the thesis will still leave the student short of graduation. In such a case, it is recommended that the advisor gives 7 credits in order for the student to graduate. If you feel the student should really do more work to receive 7 credits, then the best option is to request additional work on the thesis from the student.

### Final Thesis Outline

#### **I. Introduction**

- Definition of the notion/concept of modernity (an explanation of the key term)
- Introduction of the topic (what specific topic will be featured)
- The issue being debated (what specific aspect of the topic will be considered)

#### **II. Elements of procedures**

- Presentation of the methodology (the modalities of the debate)
- Choice of the variables (an overview of ways the data will be manipulated)
- Possible Outcomes (a hypothesis)

#### **III. Review of the Literature**

- Past Literature (what old authors have said on the topic)
- Modern Literature (what contemporary authors have said on the topic)
- A Comparative Reading (a possible comparison of the two)

#### **IV. Detailed Analysis**

- The Actual Process
- Illustrations
- Preliminary Results

#### **V. Overall Outcomes**

- The Actual results
- Interpretations of result
- Link to real Life

#### **VI. Analysis**

- Isolated Analysis
- Comparative Analysis



- Questions about alternatives

## VII. Conclusion

- General Discussions
- Recommendations

## References

## Appendices

While the above outline may be modified, it is highly recommended that students use it even though they should change, add, or remove sections. Based on the approved outline, the student will develop the topics outlined in the thesis proposal.

## Page length of thesis for each degree

Bachelor's Thesis: At least 25 pages

Master's Thesis: At least 35 pages.

Doctorate Thesis: At least 50 pages

Advanced Placement Master Thesis: At least 50 pages.

Advanced Placement Doctorate Thesis: At least 80 pages.

**OBJECTIVE:** It is important to inform the student that **AIU** expects the student to apply at least 80% of the relevant knowledge in the subject area. This will be very useful when the focus of the student's work is applied to reality with concrete contributions, quantifiable and comparable evidence, and validated at a regional, national, and global level.

## LINKS ENGLISH

- [Explanation Bachelor](#)
- [Explanation Master](#)
- [Explanation Doctorate](#)
- [Explanation Advance Placement Master Program](#)
- [Explanation Advance Placement Doctorate Program](#)
  - [AIU ASSIGNMENTS PREPARATION GUIDE](#)
  - [IMPORTANT RECOMMENDATIONS FOR DEVELOPING YOUR THESIS](#)

## LINKS SPANISH

- [Explicación Licenciatura](#)
- [Explicación Maestría](#)
- [Explicación Doctorado](#)
- [Explicación Programa Integral Licenciatura y Maestría](#)



- [Explicación Programa Integral Maestría y Doctorado](#)
  - [GUÍA PARA DESARROLLAR UNA MATERIA EN AIU](#)
  - [CONSEJOS PARA LA ELABORACIÓN DE UNA TESIS](#)
- ❖ **THE ABOVE IS A REFERENCE THAT WILL BE COMPLEMENTED WITH THE ADVISOR'S CRITERIA.**
- ❖ **THE ADVISOR CAN CHOOSE ANY OTHER WAY TO EVALUATE THE ASSIGNMENTS BASED ON A DIFFERENT METHOD.**







## PHASE IV

This phase deals with the GRADUATION PROCESS. The student needs to cross-check and send us all of their current personal information through the student section. When the advisor receives that information, the advisor then sends a copy of those documents to [studentservices@aiu.edu](mailto:studentservices@aiu.edu).

Phase IV is for **ADMINISTRATIVE PROCEDURES ONLY**

Phase IV in English

- [Graduation Procedures of your Bachelor program at AIU](#)
- [Graduation Procedures of your Master program at AIU](#)
- [Graduation Procedures of your Doctorate at AIU](#)
- [Graduation Procedures of your Advance Placement Master Program at AIU](#)
- [Graduation Procedures of your Advance Placement Doctorate Program at AIU](#)

4<sup>th</sup> Phase in Spanish

- [Proceso para trámites de Graduación de Licenciatura](#)
- [Proceso para trámites de Graduación de Maestría](#)
- [Proceso para trámites de Graduación de Doctorado](#)
- [Proceso para trámites de Graduación del Programa Integral Licenciatura y Maestría](#)
- [Proceso para trámites de Graduación del Programa Integral Maestría y Doctorado](#)





## SUPPORTING RESOURCES

Below you will see supporting documents so that you can help resolve some frequent student questions and you can be supportive to the students.

### ON-LINE AIU LIBRARY

Using and finding E-books from Atlantic International University's online library is now easier than ever before. There are now 43,000+ books in our library, start learning and using them today!

In total, the on-line library contains 75,000 libraries representing 171 countries in total. There are more than 220 million bibliographies with more than 1,700 million individual items, and items written in 470 languages of 112 countries. Every 10 seconds a new item is added to the library. There are 27 million complete articles of specialized magazines, 1.9 million eBooks of which 30,000 are available to our students and the rest they can purchase. There are 6.9 million international conferences that can be seen, as well as 8 million dissertations.

In addition, there is a source of information for you:

- There is a database called EBSCOhost for books, journals and articles It can be accessed directly from the Advisor home page using the link “AIU Library”.
- This database will give you access to additional resources for the curriculum design and the development of the courses. Remember we encourage the students to use outside sources as well.





## FREE PUBLIC LIBRARIES & OTHER ACADEMIC RESOURCES

<a href="http://www.encyclopedia.com">HTTP://www.encyclopedia.com</a>	Provides an online encyclopedia service.
<a href="http://bubl.ac.uk/">HTTP://bubl.ac.uk/</a>	A British sight with many useful articles and journal abstracts
<a href="http://www.esimez.ipn.mx/">HTTP://www.esimez.ipn.mx/</a>	“Instituto Politécnico Nacional” (Mexico) (Spanish Only)
<a href="http://www.continental.edu.pe/">HTTP://www.continental.edu.pe/</a>	Continental University of Peru – Organización Educativa Continental (Spanish Only)
<a href="http://www.ac-montpellier.fr/">HTTP://www.ac-montpellier.fr/</a>	Montpellier University (France) (French Only)
<a href="http://www.sec.gov/">HTTP://www.sec.gov/</a>	The US Securities and Exchange Commission. Contains Edgar Database on Corporate Information. SEC news digest and public statements. Current SEC rulemaking. SEC division of enforcement. Small Business information.
<a href="http://lcweb.loc.gov/">HTTP://lcweb.loc.gov/</a>	The Library of Congress. Contains America’s story in words, sounds and pictures. Exhibitions (on-line gallery). News events and more. Catalogs, collections and research services. Congressional Information. Copyright office – forms and information.
<a href="http://marvel.loc.gov/">HTTP://marvel.loc.gov/</a>	The Library of Congress World Wide Server. This connects to many other Library of Congress web pages, such as LC Marvel Gopher, LC Authority Service, and LC Basic Bibliographic Service.
<a href="http://www.investor.com">HTTP://www.investor.com</a>	Financial information from the Microsoft Network.
<a href="http://www.cnn.com">HTTP://www.cnn.com</a>	News and information from the CNN network
<a href="http://www.cnnfn.com">HTTP://www.cnnfn.com</a>	Financial information from the CNN network
<a href="http://www.clearinghouse.net/">HTTP://www.clearinghouse.net/</a>	The Argus Clearinghouse provides access to a growing collection of over 300 topical Guides to Internet Resources, many created by librarians.
<a href="http://sunsite.berkeley.edu/">HTTP://sunsite.berkeley.edu/</a>	The Berkeley Digital Library is sponsored by the Library of the University of California, Berkeley and Sun-Microsystems, Inc. Provides information and support for those Building digital libraries, museums and archives.
<a href="http://www.ipl.org">HTTP://www.ipl.org</a>	The Internet Public Library Project. Another excellent site.
<a href="http://www.oclc.org">HTTP://www.oclc.org</a>	The Internet Resources Cataloging Project is a database containing over 92,000 bibliographic Records.
<a href="http://www.nlm.nih.gov/">HTTP://www.nlm.nih.gov/</a>	The National Library of Medicine.
<a href="http://www.nnlm.nlm.nih.gov/">HTTP://www.nnlm.nlm.nih.gov/</a>	The National Network of Libraries of Medicine. Provides biomedical information from around the world.



[HTTP://sjcpl.lib.in.us/homepage/](http://sjcpl.lib.in.us/homepage/)

SJCPL's List of Public Libraries with WWW Services. This is an extensive list of public libraries with www servers. Useful for students using local library Services in their home town.

[HTTP://www.sil.si.edu/](http://www.sil.si.edu/)

Natural history and museum resources from the Smithsonian Institutions.

[HTTP://www.dpi.state.wi.us/](http://www.dpi.state.wi.us/)

A useful directory for state library web sites.

[HTTP://dlis.dos.state.fl.us/](http://dlis.dos.state.fl.us/)

State Library web sites from Florida. Contains State archives, state libraries, and Legislative library services.

[HTTP://www.library.vanderbilt.edu/](http://www.library.vanderbilt.edu/)

Has good information for searching the web.

[HTTP://vlib.org/overview](http://vlib.org/overview)

The WWW virtual library. Enables the student to access information through subject or service resources.

<http://www.bls.gov/search/ooh.htm>

Guidance to search for occupations.

<http://www.jobguide.thegoodguides.com.au/occupation/search> Guidance to search for occupations

<http://careerservices.rutgers.edu/CareerHandouts.html> Career Advice

## VIRTUAL LIBRARIES ON THE INTERNET IN ENGLISH

For additional support, the student may find many virtual libraries on the Internet. They can even conduct their own search in [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com) typing in the box the string "virtual libraries" in English or Spanish. Here is a list AIU compiled.

[https://www.highbeam.com/reg/reg1.aspx?refid=ga\\_gts\\_elib\\_14&gclid=CNimwtT7640C FRqsOAodr2IbuA](https://www.highbeam.com/reg/reg1.aspx?refid=ga_gts_elib_14&gclid=CNimwtT7640C FRqsOAodr2IbuA)

[http://www.questia.com/start/?D=selstartCRID=online\\_library&KEY=libraries](http://www.questia.com/start/?D=selstartCRID=online_library&KEY=libraries)

[http://www.loc.gov/index.html?gclid=CI\\_U4av8640CFSE7gQod2VKjsQ](http://www.loc.gov/index.html?gclid=CI_U4av8640CFSE7gQod2VKjsQ)

[http://en.wikipedia.org/wiki/Virtual\\_library](http://en.wikipedia.org/wiki/Virtual_library)

<http://vu.wu-wien.ac.at/virlib/>

[http://www.highbeam.com/landing/online\\_library.aspx?refid=ya\\_freeonlib\\_1](http://www.highbeam.com/landing/online_library.aspx?refid=ya_freeonlib_1)

<http://www.igloballibrary.com/egl/jsp/iglobal/index.jsp?via=4>

<http://vlib.org/Computing>

## VIRTUAL LIBRARIES ON THE INTERNET IN SPANISH

<http://www.bibliotecasvirtuales.com/>

<http://www.biblio.rec.unicen.edu.ar/central/biblvirt.html>

<http://www.cervantesvirtual.com/servlet/MuestraCategorias?categoria=36>

<http://www.infor.uva.es/~mercedes/BibDig/>

<http://www.bibliodgsca.unam.mx/>

[http://www.educ.ar/educar/superior/biblioteca\\_digital/](http://www.educ.ar/educar/superior/biblioteca_digital/)

<http://nutabe.udea.edu.co/~elfaro/>



<http://dmoz.org/World/Espa%c3%blol/Referencia/Bibliotecas/>

<http://www.universia.com.ar/contenidos/bibliotecas/>

## ABOUT NEWSPAPER AND MAGAZINES

**(You can request information about subscription costs)**

[HTTP://www.newsweek.com](http://www.newsweek.com)

Newsweek magazine

[HTTP://www.nationalgeographic.com](http://www.nationalgeographic.com)

National Geographic

[HTTP://www.time.com/time/](http://www.time.com/time/)

Time Magazine

[HTTP://www.usatoday.com](http://www.usatoday.com)

USA Today

[HTTP://www.nytimes.com](http://www.nytimes.com)

The New York Times

[HTTP://www.boston.com/globe/](http://www.boston.com/globe/)

The Boston Globe

[HTTP://www.suntimes.com](http://www.suntimes.com)

Chicago Sun-Times

[HTTP://www.sfgate.com/chronicle/](http://www.sfgate.com/chronicle/)

San Francisco Chronicle

[HTTP://www.usnews.com](http://www.usnews.com)

US News and World Report

[HTTP://www.psychologytoday.com](http://www.psychologytoday.com)

Psychology Today

[HTTP://www.economist.com](http://www.economist.com)

The Economist

[HTTP://www.hoovers.com](http://www.hoovers.com)

Subscription service

## FREE INTERNET SITES TO LEARN ENGLISH AND OTHER LANGUAGES

<http://www.focusenglish.com/>

<http://www.merriam-webster.com/>

<http://www.esl.com/>

<http://www.yourdictionary.com/>

<http://www.yourdictionary.com/languages.html>

<http://www.eleaston.com/>

<http://www.englishlistening.com/>

<http://www.esl-lab.com/>

<http://www.esl-lounge.com/> <http://www.traducegratis.com/>

<http://www.abcdatos.com/programas/traductores/index.html>

<http://world.altavista.com/>

[http://www.worldlingo.com/es/products\\_services/computer\\_translation.html](http://www.worldlingo.com/es/products_services/computer_translation.html)

<http://www.freetranslation.com/>

<http://translation.paralink.com/>

[http://www.langdy.com/dacc\\_g.htm](http://www.langdy.com/dacc_g.htm)

<http://www.ncsa.es/traductor/index.htm>

<http://www.tecapro.com/spanglish.html>





<http://wordweb.info/free/>  
<http://www.alicantetotal.com/diccioguay/index.htm>  
<http://www.freelang.net/dictionary/>  
<http://www.free-soft.ro/index-en.html>  
<http://www.diccionarioingles.com/>  
<http://www.traducegratis.com/diccionario1/>  
<http://www.langtolang.com/>  
<http://www.allwords.com/>  
<http://www.diccionarios.com/index.phtml?redirect=true>  
<http://www.onelook.com/>  
<http://dictionary.cambridge.org/>  
<http://www.bartleby.com/61/>  
<http://www.wordsmyth.net/>  
<http://dictionaries.travlang.com/>

## WEB PAGES FOR PUBLICATION

At **AIU**, we believe in the caliber of our students enough to encourage the students to publish their work.

Here is a listing that may be of interest for uploading degree assignments and/or thesis.

- ◆ <http://www.websitemagazine.com/?xcmpx=2299>
- ◆ <http://www.lulu.com/author/create.php?gclid=CILD7reA7I0CFQwsOAod9AbitA>
- ◆ <http://www.booksurgepages.com/publish/go/index.php?fromWebsite-GOOGLE&adword=publishing&gclid=CPGv396A7I0CFQwsOAod9AbitA>
- ◆ <http://www.onlinepublisher.nl/index.asp?Taal=en&gclid=CJrCzeyA7I0CFRqsOAodr2IbuA>
- ◆ <http://rubypublishing.com/>
- ◆ <http://www.opencontent.org/openpub/>
- ◆ <http://www.eop.com/>
- ◆ [http://www.homestead.com/?s\\_cid=G17226](http://www.homestead.com/?s_cid=G17226)
- ◆ <http://pubs.acs.org/>
- ◆ <http://www.authorhouse.com/ContactUs/FreePublishingGuide.aspx?source=GOOG&keyword=general+misc&gclid=CIu6y8mB7I0CFQ2aOAodF029sw>
- ◆ <http://www.asbpe.org/>

Students can get paid for publishing their works in the following web pages:

- ◆ <http://www.bubok.com/> (In Spanish)
- ◆ <http://www.alphapub.com/index.html>
- ◆ <http://www.lulu.com/>



## SIMPLE GUIDE TO CRAFT A BIBLIOGRAPHY

A bibliographic entry has key data for finding a book, whether it be in a library or on the internet. The entry provides us with a variety of sources of information such as a book, a magazine, an article, etc. Following is the correct way to prepare this entry. Remember, there are different styles of writing such as MLA, APA, and Chicago Style. The student has the option of choosing which style fits him/her best.

Basic acceptable routines are as follows:

(For books)

Last Name, First Name. Underlined title. Place of publication: publishing company, year of publication.

(For articles)

Last Name, First Name. "Article". Title of the Magazine. Number (year): page – page.

Examples:

Shipley, George A. "A Case of Functional Obscurity: The Master Tambourine- Painter of Lazarillo, Edition VI." Modern Language Notes 97 (1982): 225-233.

In the case of an article in a magazine, it can be referred to in a bibliographic card like this:

PÉREZ, Antonio. Las bellas experiencias en "Revista Cultural Última" Grupo Porrua. N°23. año. 2000.

## MESSAGES TO THE STUDENTS

### WELCOME MESSAGE

**Please make sure every new student receives a "Welcome Message" from you.** We need to make the student feel comfortable from the start and show him/her that you are here to help. In addition, the student should always receive warm responses from you.

**Here are some examples of Welcome messages you may use in both languages:**

Dear Student:

My name is Dr. John Doe, and I feel extremely delighted to inform you that I will be working with you as your academic advisor.

While I anticipate your AIU experience will be an enjoyable one, I am mindful of the fact that you do not know us. Yet, I am writing to invite you to trust that you are indeed in good hands. Among other things, you will soon find out your academic advisor is available to you every single day, and I promise to expeditiously address all your



future queries, questions and concerns within a maximum of 24 hours.

I will be expecting to receive your Phase I courses soon. Please read carefully the documents included in your student section under the option “Document Management, Phase 1 Documents”. There, you will find instructions to complete this important phase plus examples and formats to be used for this purpose.

Once again, I want to welcome you into our family, and I look forward to a pleasant and productive academic relationship with you. Thank you.

Warmest wishes,

**Dr. John Doe Academic Department**

Estimado estudiante :

¡Felicidades! por haber sido aceptado en Atlantic International University Permítame presentarme: Mi nombre es John Doe, Ph.D., yo seré su consejero académico a través de sus estudios en **AIU**. Mi meta es guiarlo por el proceso de aprendizaje que lo llevará a obtener exitosamente su título.

Mi deseo es que el tiempo que usted pase en **AIU** sea del máximo provecho y que haga crecer su conocimiento y habilidades que serán de gran demanda a través de su carrera. Para iniciar esta nueva jornada académica, puede empezar a trabajar en los cursos de la primera fase.

Se le recomienda que lea detenidamente los documentos incluidos en su sección del estudiante bajo la opción “manejo de documentos, documentos de fase I”. Ahí podrá encontrar las instrucciones para completar la primera fase además de ejemplos y formatos que deberá usar para estos efectos.

Toda asignación debe ser enviada a través del sistema de **AIU**. Por favor incluya el nombre completo y número de estudiante en toda correspondencia. Gracias.

Sinceramente,

Dr. John Doe,

Dpto. Académico **AIU**

## GRADING ASSIGNMENTS

In order to clarify how you must grade an assignment, please follow this procedure:

### Procedure to Grade an Assignment

1. Go to Comments and Assignments from the Student.
2. Click on the Assignment submitted by the student.
3. Review the assignment by clicking on the link
4. Click on Grade this Doc
5. Assign the Grade (just a letter A, B, C, D or F) and Credit Hours (just a NUMBER). Remember that some courses may show an option of 1, 2 or 3 credits, but only the option of 3 credits is given for courses in the curriculum design. (refer to any other course in question to see its specific credit options.)
6. Enter your Pin Code
7. Click on Submit
8. You may need to REFRESH the Page to update the information.



9. To verify the assignment you graded is in the transcript, search for the student under the section Student Academic Follow Up.
10. Select the Student and go to EDIT under the Transcript column.
11. Confirm the assignment you just graded is there.
12. Assign a Course Code from the list provided. If the course you want is not there, Click on Add a Code and assign it based on the following criteria: Each code must have 3 letters, space, 3 digits. The 3 letters are the initials of the name of the assignment; for example, if the name of the assignment is "Electronic Marketing" please select EM as the initials plus the letter "A" as the second letter of the second word, so the letters will be "EMA". Digits: the first digit must be 2 (bachelors program), 4 (masters program) and 6 (doctorate program). The next two digits are based on the initials you just set up (the first two letters) against the phone keyboard, in this case the first two letters are "E" which is associated with the number 3 and "M" which is associated with the number 6 on the phone keyboard. If we are talking about a Masters program as an example, the complete code will be: EMA 436, if we are talking about Bachelors program as another example, the complete code will be: EMA 236. Another example: Psychology for Doctorate, the code will be: PSY 677.
13. Click Update and you will see the transcript updated.
14. Delete the assignment message you just graded in the section Comments and Assignments from Students if you are sure you have graded the assignment by selecting the box under the Delete? column.
15. Enter you Pin Code and click Delete Selected Messages

Please encourage the students to submit all assignments, comments, questions, etc. **THROUGH THEIR STUDENT PLATFORM.** We need to avoid receiving emails from students. At the same time, you need to show the students that you are available and ready to help them.

The "**Comments and Assignments from Students**" option in your section is very important. Please check it every day so you can see all communications from your students including questions and Academic Assignments they submit. Please **delete** each question you have already responded to and each assignment you have graded so this option must be **EMPTY** at all times, meaning that you have already taken care of each inquiry.

## VIDEOCONFERENCES IN ENGLISH

**AIU** has a great tool to communicate important information to the students. This is done through VIDEOCONFERENCES.

We recommend you to take a look at the videoconferences section located in the Student Resources option in **AIU's** Library.

The following are important videoconferences we suggest you to watch:

[Initial Videoconference for the new students](#)

[Outline of Academic Program](#)

[The use of the AIU Online Library](#)

[Design of the Curriculum at AIU](#)



[Procedure to submit Assignments to AIU](#)

## VIDEOCONFERENCES IN SPANISH

The following are important videoconferences in Spanish you must watch:

[Videoconferencia Inicial a nuevos alumnos de AIU](#)

[Estructura del Programa Académico en AIU](#)

[El uso de la Biblioteca en Línea de AIU](#)

[Diseño del Plan de Estudios en AIU](#)

[Procedimiento para enviar trabajos a AIU](#)

## IMPORTANT LINKS IN ENGLISH

Below you will find links in English of each program that will take you directly to a file that belongs to AIU's webpage. It has general information that you and the student can use to understand each subject. You will see formats, examples, and videoconferences for a better understanding of the subjects that the student will perform.

- I. [BACHELORS PROGRAM](#) II. [MASTERS PROGRAM](#)
- III. [DOCTORATES PROGRAM](#)
- IV. [ADVANCED PLACEMENT MASTER PROGRAM](#)
- V. [ADVANCED PLACEMENT DOCTORATE PROGRAM](#)

## IMPORTANT LINKS IN SPANISH

A continuación encontrara una link en ingles de cada programa que lo llevara directamente a un archivo que pertenece a la web de **AIU**, el cual tiene un listado con información general importante tanto para usted como asesor como para el estudiante ya que lo llevara a cada link tanto de la explicación de cada materia, como ejemplos, formatos, videoconferencia e información general para una mejor comprensión de las materias que desarrollara su estudiante.

- I. [PROGRAMA DE LICENCIATURA](#)
- II. [PROGRAMA DE MAESTRÍA](#)
- III. [PROGRAMA DE DOCTORADO](#)
- IV. [PROGRAMA INTEGRAL DE LICENCIATURA Y MAESTRÍA](#)
- V. [PROGRAMA INTEGRAL DE MAESTRÍA Y DOCTORADO](#)





## IMPORTANT FILES CONTAINING ALL THE NECESSARY LINKS WHICH TAKE US TO ALL THE DOCUMENTS OF EACH PROGRAM

Very often the student asks where to find a specific document; we decided to create a group of files so that you would have access to all necessary links. These files can be found in the **Student Resources** section at **AIU**'s online Library.

If you click on Documents and select the program, the page is divided by phases. For each phase, you can find a link to access the explanation of each phase. You can also find each course and a link to access the explanation of the course, an example, and the necessary format to be used. From here you can also access the online library, assignments, course lists, and videoconferences.

I know these links will help our students to advance in their programs. Please feel free to use them as much as you can.

## QUESTIONS TO BE SENT TO THE STUDENTS

The following is a list of questions you may ask your students about the Thesis they will submit during the Third Phase of the program (in English and in Spanish). It is not mandatory for you to ask these questions. We recommend you do it when you believe that the student did not submit a good paper or they copied the content from another source (plagiarism). You can check turn-it-in to verify if the student copied anything from the Internet.

### **REFLECTIONS FOR AIU STUDENTS IN ENGLISH**

1. How could you apply the knowledge of your course to your daily life, normal or professional?
2. Mention 5 advantages and 5 disadvantages regarding your assignment (including measurement variables reflected at local and/or international levels).
3. Can you develop your assignment into a project.
4. Mention at least 10 different kinds of relationships between your assignment and the Hidden Connections book by Fritjo Capra.
5. What kinds of benefits has this course created for you regarding current cultural issues?
6. How can you apply the "chaos theory" to your assignment?
7. What will be the impact (on your professional life) of this course: 5, 10, and 20 years from now?
8. How could this course affect a religious institution?
9. How could this course affect a private institution?
10. How could this course affect an international forum?
11. How could this course affect your family?
12. How can this course affect society?
13. How can you apply the content of your course in an educational institution?
14. How long do you think the knowledge of this course will be still valid for practical applications (before it becomes outdated)? Mention 5 facts supporting your argument.



15. Mention 3 alternative subjects related to this course. Explain.
16. Summarize the content of your assignment, in one paragraph (minimum of 50 words).
17. Describe how you developed the subject of your assignment in just one paragraph? (minimum of 50 words)
18. What other elements could have helped you during the performance of your assignment?
19. What spiritual thoughts have this assignment created in your mind?
20. Is there any chance that your assignment becomes the keystone for a future book? Explain.
21. How much money did you spend to complete this course?
22. Why did you choose the particular topics in your assignment?
23. How has this assignment affected you?
24. What benefits would this course create in your profession or occupation?
25. How has this course enriched your knowledge?
26. What would you do differently, if you had to develop this course all over again?
27. Do you feel more creative after studying this course? Why?
28. Explain the correlations between the subjects described in your assignment.  
Make a list of these correlations and describe the strengths and weaknesses of each one of them.
29. How could you profit from the knowledge acquired in this course?
30. What percentage of the assignment is of your own creation?
31. Did you share part of your own personal experience in the assignment?
32. What would you change in your assignment in order to improve it?
33. Summarize the whole content of this course (in no more than 10 pages, and no more than 5 sentences per page), as if you were giving a powerpoint presentation.
34. To compare the qualities of your assignment with your own qualities as an individual, which one of the 2 following statements do you agree with? 1) excellent document by a third class student, or 2) third class assignment by a first class student.
35. How is this assignment helping you in your professional life?
36. Which one of the statements that you described on your Guarantee of an Academic Degree paper (Phase I) is reflected in this assignment?
37. Is this course helping you in your prospective academic or professional goals?
38. Should this course be studied as a group project?
39. Do you think that the topics described on this course can be applied to real life? Explain why.
41. What is the best way to advertise or publish your work? Or why wouldn't you advertise or publish your work?

## REFLECTIONS FOR STUDENTS IN SPANISH

1. ¿Cómo aplicaría su trabajo a su vida profesional y laboral?
2. De 5 ventajas y desventajas que se obtendrían de la aplicación de su trabajo; de preferencia con datos de variables medibles a nivel local e internacional.
3. Desarrolle una ruta crítica o un sistema equivalente para la implementación en un proyecto específico del tópico desarrollado.
4. De un mínimo de 10 correlaciones de su trabajo con el libro de “Las Conexiones



- Ocultas” del autor Fritjo Capra.
5. ¿Qué aportación genera su trabajo al acervo cultural existente?
  6. ¿Cómo aplicaría la “teoría del caos” a su trabajo?
  7. ¿Qué cambios se generaren en el trabajo que usted género en los siguientes 5, 10 y 20 años?
  8. ¿Cómo aplicaría su trabajo en una institución religiosa?
  9. ¿Cómo aplicaría su trabajo en una institución privada?
  10. ¿Cómo aplicaría su trabajo a una institución dentro de un organismo internacional?
  11. ¿Cómo aplicaría su trabajo en la familia?
  12. ¿Cómo aplicaría su trabajo en la sociedad?
  13. ¿Cómo aplicaría su trabajo en una institución educativa?
  14. ¿Cuál es el tiempo de vigencia del tema que usted trato antes de que se vuelva obsoleto y de 5 razones para su estimación?
  15. ¿Cuáles podrían ser otras 3 alternativas aplicables al desarrollo del tema presentado por usted?
  16. Defina en un párrafo el tema tratado por usted con 50 palabras como mínimo
  17. Defina en un párrafo con un mínimo de 50 palabras, ¿Cómo desarrolló el tema tratado por usted?
  18. Defina en un párrafo con un mínimo de 50 palabras, ¿Dónde se desarrolla el tema tratado por usted?
  19. Defina en un párrafo con un mínimo de 50 palabras, ¿Cuándo se desarrolla el tema tratado por usted?
  20. Describa en un párrafo con un mínimo de 50 palabras, ¿Cuánto tiempo requirió el tema tratado por usted?
  21. ¿Cuántos recursos económicos se requirieron para el tema tratado por usted?
  22. Defina en un párrafo con un mínimo de 50 palabras, ¿Porqué desarrolló el tema tratado por usted?
  23. Defina en un párrafo con un mínimo de 50 palabras, ¿Para qué se desarrolló el tema tratado para usted?
  24. ¿Qué objetivos genera en usted el tema desarrollado?
  25. ¿Cómo aplicaría los diferentes tipos de inteligencia al tópico tratado por usted y en que lo enriquecería cada una de ellas?
  26. ¿Qué haría diferente si volviera a repetir el mismo tópico o el mismo trabajo?
  27. ¿Cómo mejoraría el trabajo realizado si lo tuviera que repetir?
  28. ¿Qué innovación podría aplicar al trabajo desarrollado?
  29. ¿Qué homogeneidades y sin cronicidades existen en el tópico tratado por usted?, haga una lista de cada una de ellas y mencione ventajas y desventajas de cada una de ellas.
  30. ¿Cómo capitalizaría la capacidad que desarrolló con el tópico entregado?
  31. ¿Qué porcentaje de su trabajo es creación propia? Explique.
  32. ¿Cuál es su aportación personal al trabajo realizado?
  33. ¿Qué cambios realizaría a su trabajo para que tuviera una mejor presentación?
  34. Presente en 10 páginas con un máximo de 5 oraciones por página una síntesis de trabajo como si usted fuera a presentar una conferencia, de preferencia realícelo en PowerPoint.
  35. Si tuviera que establecer una comparativa entre el trabajo realizado y usted ¿Cuál de las 2 premisas que a continuación enunciamos aplicaría y Por qué?  
a.-) Trabajo de primera de un estudiante de segunda. b.-) Estudiante de primera con



un trabajo de segunda.

36. Especifique a que objetivos de su vida profesional esta ayudando este trabajo y porque.
37. ¿Qué elementos de su garantía de grado se están desarrollando con el trabajo entregado?
38. ¿A qué prospectivas de su currículum integral está orientado este trabajo?
39. ¿Qué elementos adicionales le hubieran permitido desarrollar un trabajo y porque?
40. Considera su trabajo una opción real para su aplicación inmediata y justifique su respuesta?
41. ¿El desarrollo de su trabajo incremento su creatividad?
42. ¿Si usted tuviera que criticar su trabajo cuales serían las críticas que realizaría del mismo?
43. ¿Cuál sería la mejor manera de dar a conocer su trabajo a nivel masivo y que le impide hacer lo anterior?
44. ¿Podría ser su trabajo el inicio de un libro y justificar su respuesta?
45. ¿Qué competencia espiritual genero su trabajo en usted?
46. ¿Si el trabajo realizado se tuviera que hacer en un equipo de 3 quienes serian los dos compañeros que escogería para el mismo y porque?

**It is a pleasure for AIU to have you as part of the constant global growth and in which AIU contributes through you.**

Best to you in your studies.



## APPENDIX

### EMAIL EXAMPLES TO STUDENTS FROM OUR DEAN OF ACADEMICS

#### DR FRANKLIN VALCIN

##### Example No. 1

Dear Student:

I hope all is well for you and your loved ones.

Let me quickly say I am thoroughly impressed by your achievement with your final thesis. You did it in such a marvelous way that the document passed each of the five tests/criteria we use for broad assessment with flying colors. Your actual grade is an A+, and I highly commend you.

Attached, please find an "Exit questionnaire," which we need you to fill out to the best of your ability. It is not an assignment per se, since you have now fulfilled all academic requirements, but a routine procedure that gives you and *AIU* an extra opportunity to reflect upon your journey with us.

Please return the questionnaire to us at your earliest convenience. I thank you for your cooperation.

Warmest wishes,

**Dr. F. Valcin, Dean  
Academic Department**

##### Example No. 2

Dear Student:

I highly value your reaction to my latest comments as it vividly demonstrates both your dedication to your program and the richness of your academic background as well. Quite frankly, this reinforces my belief that our interactions with you would be deep, pragmatic, and uplifting. Therefore, here are the answers you sought:

1. The *AIU* required (or suggested) format is contained in a "Supplement" pamphlet that must have been communicated to you. I direct your attention to the last "Checklist" page. While I am attaching this last page, I also want to say that you are doing so well that you do not even need to truly stick to that page, which is why I am granting you the 5 points I took away in my initial evaluation.

2. Although I alluded to "questionable elements" in your document, I never meant a mistake was made. What is at stake here is the expression of scientific truth, to which certain human practices (a literary product, for instance) do definitely not lend





themselves. Please let me insist that your work is close to 100% perfect, and the only reason it is not 100% is that all academic performance that is not totally scientific in nature is subject to a certain subjectivity or relativity. This can be exemplified with your own notion of "apparent defeat," which means some circumstances can mean failure for some and not so for others. As a matter of fact, there is not even a conclusive observation that God had chosen the "mountaintop experience" to teach His prophet. These are examples of complex details, which it is not wise to argue too deeply about.

3. By all means, the bottom line remains that your work is quite deserving, and I commend you once again for your performance. Please note a 97 score will be recorded instead of the 90 initially announced.

4. By the way, if you can devise a way to present all your work in one document (with different sections, chapters, or segments), it will be ideal because this will ease up and even enhance the reading and evaluation process.

I remain confident I addressed the issues you so legitimately brought up, dear Debra, and I hope you have a relaxing and pleasant weekend. Thank you.

Sincerely,

**Dr. F. Valcin, Dean**  
**Academic Department**

### Example No. 3

Dear Student:

Thank you for an opportunity to communicate with you. I want to newly welcome you into our academic family, and I anticipate your *AIU* experience will be quite enjoyable.

I also feel delighted to work with you as your academic advisor. At some point, I was made aware of your concern about difficulty you apparently had interacting with your advisor. I am not sure I understand what could have happened (or what did actually happened), but I can guarantee you that all your queries, questions, and concerns are welcome. Besides, please take my word for what it means when I now pledge to answer every piece of correspondence you send me within a maximum of 15 hours, including Saturdays, Sundays, and holidays.

I look forward to developing a solid academic relationship with you, dear Hidayat, and I wish you success with your *AIU* program. Thank you. Sincerely,

**Dr. F. Valcin, Dean**  
**Academic Department**

### Example No. 4

Dear Student:



Thank you for your correspondence and your assignment.

Please be aware, nonetheless, that **AIU** cannot accept assignments by email. The only way for the system (not an individual **AIU** staff member) to keep a "gradable" document from you is to receive the document as an assignment. The simple procedure to send us assignments online is the following:

Go, as usual, to the "Student Login" area, and click successively on "Calendar of Assignments," "Add New Assignment," "Submit," and "Submit" again after you locate and select the file from your computer. This way, the system will receive your document as an assignment, which the Academic Department will be able to evaluate and grade.

As a one-time courtesy, I will do this job for you and I have also approved your curriculum. You may, therefore, begin working on, and submitting, your assignments, dear Sami, and I wish you good luck. Thank you.

Sincerely,

**Dr. F. Valcin, Dean**  
**Academic Department**

## ADDITIONAL COMMENTS TO STUDENTS

You will find in this section many comments that you can use to answer a student's question. They are divided by language and themes.

### **English Comments that deal with:**

#### **Logging in, Student Section**

##### **Student trying to LOG In again into his student section**

Dear Student:

We have checked your login information and it worked fine. Please try again. We are sending you again the First Phase of your AIU Program and the log in information.

Instructions to Access Student Webpage System (Web Student Section):

1. Go to the Home Page: [www.aiu.edu](http://www.aiu.edu)
2. Make sure you have indicated "Student" in the box, and then enter your assigned Student User Name and Password.

We recommend you to copy and paste your username and password so the system takes them exactly the way it should be.

Username : **Prosper Worlanyo**

Password : **B52Y6L**

3. Click Log In. (This will let you enter your Student Webpage System)

We ask you to please try again and confirm that you can login into his student section.

Once you are in, you can find valuable information about the First Phase courses in your student section under the option C. Document Management, Phase I documents. In this section, you will find for each course the explanation, format to be used, an example and a



Videoconference which will help you to understand what AIU is expecting from you to do.

Also, in that same section C. Document Management, you have important documents which we recommend you to read. For example, there is a document called "Supporting documents for your AIU program". In this document you will find information about how to use your electronic section, important AIU recommendations, procedure to submit assignments to AIU, etc.

We recommend you watch the "AIU process video". You can access this videoconference by pasting this link in your internet browser.

<http://csaiu2.atnova.com/ Conferencias/0000055ConferenceAIU-BE15D2706758B2A0F49431A260A74A32A3078E44/conferencia.htm?emisiondirecto=false>

You do not need to send any emails to Student Services; everything should be done through your student section using the option "Add new Comments" on "Communications and Assignments".

Good luck with your AIU program

Sincerely, Student

Services

### **Send all communications through your student section**

Also, please do not REPLY to this email. We ask you to please send all communications, messages and questions through your electronic student section using option Communications and Assignments.

Thank you,

Academic Department

### **Sending Assignments:**

#### **File sent belongs to another course**

Dear Student:

We hope you are doing fine.

We received your assignment "Professional Evaluation (Self Evaluation Matrix)".

However, the files you sent supporting this assignment belong to the course "Academic Evaluation (Questionnaire)", not the Self Evaluation Matrix. We ask you to please re-submit this assignment in the correct course.

Thanks,

Academic Department

### **Make sure to send the correct file supporting each course**

Dear Student:

We ask you to please submit again the First Phase courses of our program but please pay attention to send the correct file with each course which must correspond with the course name.

Please follow the procedure we are sending you as an **attachment** which will help you in submitting assignments to AIU

Thanks,

Academic Department



### **Assignment file empty**

Dear v:

For some reason, the last Essay you sent to AIU was received empty.

Please re-submit it again and make sure you can open the document in Phase II Assignments, option "View Documents".

Thanks,

Academic Department

### **The student sent an assignment with an empty file**

Dear Student:

We hope you are doing fine.

This is to inform you that the assignment "**Construction Equipment and Methods**" was received with an empty file, so we are unable to evaluate it.

We ask you to please re-submit the assignment once again. Once you do that, please make sure you can open the file and view the document you have sent to AIU. You can do that in your student section under the option "Phase II Assignments".

We have sent a TEST COURSE through your student section to confirm that it is working fine and everything seems to be ok.

Thanks,

Academic Department

### **Plagiarism**

#### **The student copied his document from the Internet**

Dear Student:

We started the evaluation process of your Final Thesis; however, according with Turnitin, your document has 73% content copied from the Internet.

As you know, AIU expects from the students to submit assignments and papers in which the student can include his own opinions, points of view and conclusions and not simply texts from the Internet.

If you need to include a text from an Internet source to support your coursework, we expect from you to include the bibliographical reference so we know it.

We ask you to please, re-submit your Final Thesis. Before you do that, please use the Turnitin option in your student section so you know that the document follows these guidelines.

Thanks,

Academic Department

### **Plagiarism**

Dear Student,

We have received your course work, but please understand our concerns when we mention we cannot accept this assignment as submitted. We found passages directly taken from other texts (XXX%), and this is plagiarism (the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work). It's fine to use short segments and quotations from others, but you must reference their work through footnotes or a bibliography. The paper must reflect what you have learned and how it's applicable to what you are doing. If you are struggling to understand the methods needed to gain such an education and how to express what you've learned into writing, we are happy to help in any way we can. As we



indicated, this is unacceptable in its current form and you will have only one chance to resubmit your course work. Please write a new paper, including the analysis of the subject at local, national and international levels, comparative graphics, and a prospective analysis of the topic. It's ok making a review of concepts, although they must be oriented to their application. Theory has to be reviewed; however it is of extreme importance knowing the advances that have been made in the last five years. We suggest you to use current bibliography. The list of references (presented in alphabetical order), must go back to in-text references and provide readers with a way to see or check out the references, if there's a need for such. For 5 pages, a list of at least 10 references is enough, but try not to have only 10. We suggest to take a look at these sites for citation style and in-text citations: <http://www.library.cornell.edu/resrch/citmanage/apa> ; <http://owl.english.purdue.edu/owl/resource/560/02/>

Please remember we have implemented the "Turnitin" program, a plagiarism detection tool which allows you to detect full texts taken from other sources, before sending your work. This allows you to use references and quotations correctly in order to obtain an excellent grade.

In the Student Handbook you will find the general structure for a research work and other information that will be very helpful for this purpose. Please make sure you place a whole chapter for conclusions bringing closure to the reader, summing up your points and providing a final perspective on your topic.

It is expected to receive your work in a period no longer than two weeks.

Sincerely,

Academic Department

## **Curriculum Design**

### **Curriculum Design approved**

Dear Student:

Your Curriculum Design has been approved. Please go ahead and start working in each one of the courses you included in your curricula.

Please remember to add each one of the courses into your student section under the option "Curriculum Proposal", this way, later, you will be able to submit your courses through the Calendar of Assignment option (see attachment for the procedure you need to follow)

Please use the document "Supplement" as the FORMAT for every course you submit to AIU. You may find this document in your student section under the option "Document Management, Phase 2 documents".

Thanks,

Academic Department

### **AIU has approved your Curriculum Design**

Dear Student:

Please be informed that AIU has approved the Curriculum Design you have sent us. Now, we ask you to please add these courses into your Student Section under the option "Curriculum Proposal" so you can start submitting one by one these same courses (see the procedure you need to follow in the attachment we are sending you in this communication).

AIU will be expecting to receive from you the projects about each and every course you included in your curricula.

Please use the format called Supplement for developing each course. It is important for us to receive from you a strong chapter with your Conclusions and personal opinions about the





topic you are covering plus practical cases where you can apply the knowledge you have earned in your research.

Thanks,

Academic Department

### **Questions about Curriculum Design and Bibliography**

Dear Student:

We are sorry for the delay in responding to your questions.

1. There is not a timetable for the students to follow during their programs at AIU. Each student is responsible to set up the time he/she wants to spend towards their programs. The Videoconferences are not live; all of them can be accessed at any time by clicking on a specific link. Hopefully, you can solve the issue with your band width of your Internet connection so you can access these Videoconferences, however, the Videoconference is an additional resource available for the students but it is not the only one.

We are sending you an example for the Curriculum Design so you can prepare your own. Please keep in mind that the Curriculum Design course is a Research Project in which you must include the courses you plan to take at AIU and each course must include information such as: Objective, Description, Content, Activities, and Bibliography. At AIU we do not provide “Classes” to our students. We expect you to include in your Curriculum Design at least 10 courses for your Bachelors program plus your Final Thesis. We hope you can access the following Videoconference which explains the Curriculum Design course: [http://csaiu2.atnova.com/\\_Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false](http://csaiu2.atnova.com/_Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false)

2. Bibliography: It is very important for you to find where you live or through the Internet, the books and information material you need to support the courses you take at AIU. We do not provide books for the students. You can access the AIU Library through your student section but we cannot guarantee that you can find all the books you’ll need for your studies, this is simply another resource we provide but not the only one.

Once you submit your Curriculum Design, we will check it and approve it for you. Then, you will need to add those courses into your Curriculum Proposal at your student section and start preparing and sending each course you included in your Curriculum Design as a “Research Project”.

Thanks,

Academic Department JM

### **AIU is expecting to receive the Curriculum Design course from you**

Dear Student:

We hope you are doing fine.

This is to inform you that the Academic Department is still expecting from you to submit your Curriculum Design in which you can include at least 5 courses you plan to take at AIU so you can complete the academic requirements at AIU.

Once we receive your Curriculum Design, we will evaluate it and approve it for you.

Then, you will be able to start sending one by one those courses each one as a Research Project.

Please use the format I am sending you as an attachment for your Curriculum Design course.

You can also read the documents located in your student section under the option C.



Document Management Phase II documents. You will find explanations, formats and examples for the Curriculum Design course.

You can also watch the Videoconference we have prepared for you in order to give you more information about this important course. In order to access this Videoconference, please copy the link below into your Internet browser:

<http://csaiu2.atnova.com/ Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false>

Thanks,  
Academic Department

### **We need to receive your Curriculum Design in ONE file**

Dear Student:

We would like to ask you to submit your Curriculum Design in ONE file only instead of one file for each course you include.

We are sending you as **an attachment** an example for you to follow in which you will see that the complete curriculum design is being done in one file only.

We will be expecting to receive your final Curriculum Design.

Thanks,  
Academic Department

### **Videoconferences**

#### **Watch the following Videoconferences if you can't get the books for your essays**

Dear Student:

We understand your situation.

Instead of buying the books, we ask you to please watch the following 2 Videoconferences about the book "What the Bleep do you know?" Once you watch them, please prepare an essay about this book and that is all you need to do. You can access to these Videoconferences using the following links:

What the Bleep do you know? Part 1:

<http://csaiu2.atnova.com/ Conferencias/0000153ConferenceAIU-5755BBC81B45F71150FAA364AAA44E8FF042DF1F/conferencia.htm?emisiondirecto=false>

Part 2:

<http://csaiu2.atnova.com/ Conferencias/0000154ConferenceAIU-67591DC84960B4E796BB7874AA6AD68C7D4BB723/conferencia.htm?emisiondirecto=false>

“Philosophy in crisis, the need of reconstruction:

<http://csaiu2.atnova.com/ Conferencias/0000262ConferenceAIU-A213464EB14FCDE17FBD54210A448F9C29AEDF8E/conferencia.htm?emisiondirecto=false>

Hidden Connections: <http://csaiu2.atnova.com/ Conferencias/0000316ConferenceAIU-E4B377F774D0D92C66EED4636A83A6E43F52A46C/conferencia.htm?emisiondirecto=false>

How to change the world?

<http://csaiu2.atnova.com/ Conferencias/0000329ConferenceAIU-28138928F5E08EFF40A4784A24DA981AB9CD0B60/conferencia.htm?emisiondirecto=false>

In Defense of Globalization



<http://csaiu2.atnova.com/ Conferencias/0000393ConferenceAIU-0A0818B6E2F4BF373AB2DD7CB1A3D742C644F40F/conferencia.htm?emisiondirecto=false>

Thanks,  
Academic Department

### **Responses to Assignments Conclusions and Applications**

Dear Student:

We have evaluated your assignment called "Environmental Radioactivity".  
For future assignments, please use the format we are sending you as an attachment. It is important for us to receive from you a strong chapter with your Conclusions and personal opinions about the topic you are covering plus practical cases where you can apply the knowledge you have earned in your research.

Thanks  
Academic Department

### **Keep advancing in your program**

Dear Student:

Thank you for sending us your comments about the article you received.  
Now, please go ahead and continue with your next academic assignments.

Thanks  
Academic Department

### **Thesis**

#### **Thesis Proposal Approved**

Dear Student:

Your Thesis proposal has been approved by the academic committee. We are certain that you will prepare a Final Thesis fulfilling the quality, depth, and knowledge based on AIU guidelines.

Please try to include as many practical applications as you can. Support your points of view with statistics, graphics, pictures, etc.

Please try to submit your Final Thesis within the next 60 days.

Greetings and have a good day.

Academic Department

#### **Thesis Proposal approved. Some recommendations**

Dear Student:

We accepted your Thesis Proposal. You selected a very interesting topic  
“**Environmental Pollution Act and the Structural Impact Effect**” which will allow you to submit a good Final Thesis.

We think that you will have a very good opportunity with your research to show the consequences to humanity if we destroy our Natural Resources and not use them properly. We all want to live on a Healthy Environment.

It is very important for you to include practical applications, graphics, statistics, photos and your personal opinions about the topic you are covering.

Please follow the format called “Supplement” (see attachment).

Thanks,



Academic Department

## **Phases**

### **Start the First Phase of your AIU program**

Dear Student:

Welcome again to AIU.

For your information, AIU is expecting from you to submit the First Phase courses as soon as possible. You can find valuable information about these courses in your student section under the option C. Document Management, Phase I documents. In this section, you will find for each course the explanation, format to be used, an example and a Videoconference which will help you to understand what AIU is expecting from you to do.

Also, in that same section C. Document Management, you have important documents which we recommend you to read. For example, there is a document called “Supporting documents for your Doctorate program”. In this document you will find information about how to use your electronic section, important AIU recommendations, procedure to submit assignments to AIU, etc.

We recommend you to watch the Videoconference called “AIU Processes”. This important Videoconference will help you to understand the structure of AIU programs, from First Phase through the Fourth Phase. You can access this videoconference by pasting this link in your internet browser:

<http://csaiu2.atnova.com/ Conferencias/0000055ConferenceAIU-BE15D2706758B2A0F49431A260A74A32A3078E44/conferencia.htm?emisiondirecto=false>

Please do not need to send any emails to Student Services; everything should be done through your student section using the option “Add new Comments” on option D.

“Communications and Assignments”.

Good luck with your AIU program.

Sincerely,

Academic Department

### **Started submitting assignments instead of completing the first phase**

Dear Student:

We were very surprised to receive all the documents you sent us. Instead, AIU is expecting from you to complete the First Phase courses.

You can find more information about these courses in your student section under the option C. Document Management, Phase I courses. There, you will find examples, explanations and formats to complete these important assignments.

After you finish your First Phase, we will activate the Second phase of your program which includes the Curriculum Design course where you can propose the courses you want to take during your program.

These are the 8 Orientation Courses we are expecting from you to complete during your First Phase of your program at AIU:

Communication and Investigation (Comprehensive Resume)

Academic Evaluation (Questionnaire)

Professional Evaluation (Self Evaluation Matrix)

Fundament of Knowledge (Integration Chart)

Development of Graduate Study (Guarantee of an Academic Degree)





Fundamental Principles I (Philosophy of Education)

Organization Theory (Portfolio)

Experiential Learning (Autobiography)

We recommend you to watch the following Videoconference which will give you more information about how the AIU program works. Please click on the following link or copy this text to the address line in your browser:

[http://csaiu2.atnova.com/\\_Conferencias/0000055ConferenceAIU-BE15D2706758B2A0F49431A260A74A32A3078E44/conferencia.htm?emisiondirecto=false](http://csaiu2.atnova.com/_Conferencias/0000055ConferenceAIU-BE15D2706758B2A0F49431A260A74A32A3078E44/conferencia.htm?emisiondirecto=false)

Please start submitting your First Phase assignments as soon as you can.

Thanks,

Academic Department

### **Start the second phase of the program**

Dear Student:

We hope you are doing fine.

As you know, you have completed the First Phase of the program at AIU and the second phase has been activated for you. So far, we have only received the “Bibliography” course of the second phase. Please go ahead and prepare your “Curriculum Design” course where you must include all courses you want to prepare and submit to AIU during this important phase of your program. In order to do that, please use the format you may find in your student section under the option “Document Management”, “Phase 2 Documents”.

Once we receive your curriculum proposal we will evaluate it and approve it so you can start developing each course based on your own research.

Thanks and we hope to hear from you soon. Academic Department

### **Phase IV has been activated**

Dear Student:

Your last assignment has been evaluated. You did a great job and we are very proud to have as an AIU student. We wish you only the best on your future projects.

We have activated Phase IV of your program (Graduation Process). Now, we are asking from you to fill out the graduation letters you received, sign them and send them to AIU through your student section. These letters can be found also on section C. document management, Phase IV documents.

AIU needs to receive ALL these letters from you plus your payment in full so we can order your diploma and graduation documents. Please contact the finance department and let them know when you will send your payment in full of your program.

Thanks,

Academic Department

### **Phase II has been activated**

Dear Student:

The Second Phase has been activated for your program.

Please read the documents located in your student section under the option C. Document Management Phase II documents. You will find explanations, formats and examples for the courses of the Second phase. AIU will be expecting to receive from you your “Curriculum Design Course” in which you must include the correct number of courses. In section C.





Document Management, Phase II documents, “Explanation of the Second Phase”, you will find the instructions to get the number of courses you need to include in your Curriculum Design.

Please use the format provided to submit your curricula for evaluation. You can also watch the Videoconference we have prepared for you in order to give you more information about this important course. In order to access this Videoconference, please copy the link below into your internet browser:

<http://csaiu2.atnova.com/ Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false>

Thanks,  
Academic Department

### **Phase III has been activated**

Dear Student:

We are pleased to inform you that, based on the credits you have earned so far, you can go ahead and start preparing the final Thesis so you can complete the academic requirements at AIU.

This is why we have activated Phase III of your program. Please submit as soon as possible your Thesis proposal so we can approve it.

Thanks,  
Academic Department

### **Student started Phase III without completing the Second Phase courses**

Dear Student:

I am glad I have the opportunity to clarify this situation with you. As you know, you have earned so far 92 credits at AIU, so you need to complete 28 more credits based on our academic guidelines. In order to do that, please go ahead and start working in each one of the courses you included in your curricula (6 courses). Do not start your Thesis yet because AIU needs to receive each one of these 6 courses first. Please remember to upload each one of the courses into your student section under the option "curriculum proposal", this way, later, you will be able to submit your courses through the Calendar of Assignment option (see attachment for the procedure you need to follow) Please use the document "Supplement" as the FORMAT for every course you submit to AIU. You may find this document in your student section under the option "Document Management, Phase 2 documents". Once AIU evaluates all these 6 courses, you will then be able to prepare your Final Thesis.

Thanks,  
Academic Department

### **Student started Phase III before finishing Phase II**

Dear Student:

As part of the Second phase, AIU is still expecting to receive from you the projects about each and every course you included in your curricula.

Once you submit all of them, only then you will complete the academic requirements at AIU for this phase and you will continue with your Third Phase.

Please use the format we are sending you as an attachment. It is important for us to receive from you a strong chapter with your Conclusions and personal opinions about the topic you are covering plus practical cases where you can apply the knowledge you have earned in



your research.

Thanks,

Academic Department

## **On-Line Library**

### **The Use of the Online Library**

Dear Student:

We hope you are doing fine.

The AIU Online Library is another resource you might use to support your coursework. It has millions of book references and full texts available for the students. You may find complete texts but it all depends upon the type of area of study you are covering. You can get the books you need in the city where you live if you want.

In order to use online library, we recommend you to watch the following Videoconference which will give you more information about it:

<http://csaiu2.atnova.com/Conferencias/0000059ConferenceAIU-2D96F2733D8AEDB8E273ECA4306D1282EFADB9A1/conferencia.htm?emisiondirecto=false>

We have found some texts as examples in the online library which you can use for the course Ethics in Communication:

The Hardest Perennials

[http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-](http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus_FT:recno=1:resultset=3:ftformat=HTML:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=1:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus_FT)

[8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus\\_FT:recno=1:resultset=3:ftformat=HTML:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=1:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus\\_FT:](http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus_FT:recno=1:resultset=3:ftformat=HTML:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=1:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus_FT)

Speech Communication for the working journalist:

[http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-](http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus_FT:recno=3:resultset=3:ftformat=PDF:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=3:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus_FT)

[8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus\\_FT:recno=3:resultset=3:ftformat=PDF:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=3:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus\\_FT:](http://outlaw.digimaxisp.com:2053/WebZ/FTFETCH?sessionid=fsapp12-37982-f9n4rw1j-8fdrf:entitypagenum=9:0:rule=100:fetchtype=fulltext:dbname=WilsonSelectPlus_FT:recno=3:resultset=3:ftformat=PDF:format=BI:isbillable=TRUE:numrecs=1:isdirectarticle=FALSE:entityemailfullrecno=3:entityemailfullresultset=3:entityemailftfrom=WilsonSelectPlus_FT)

We have these links using the option WILSON SELECT PLUS and we indicated FULL TEXTS.

Thanks,

Academic Department

## **Recommendation to start other programs at AIU**

### **Recommendation to enroll on a Masters program with us**

Dear Student:

We are so happy to feel your excitement about starting your thesis preparation, we know that you will do great.

The Academic supervision during your thesis will be the same one as you have received in your previous courses. Again, this is a self-learning process but you can comment on what you are doing during the time you are working on your research.

We recommend you to include practical cases, graphics, statistics, pictures, etc which must support your personal opinions about the topic you are covering.



It is important for you to know that we consider you a perfect candidate for a Masters program at AIU. The coursework you have submitted and your overall performance have showed us that you can continue with a Masters program at AIU after you finish your Bachelors. During your Masters program you can take all the courses you did not submit for your Bachelors and some additional ones. If you want to enroll on a Masters program at AIU, please contact the Admissions Counselor who was in contact with you from the beginning.

Thanks and good luck.

Sincerely,

Academic Department

### **Finance Department**

#### **Contact the Finance Department**

Dear Student:

We are happy to know that you are active in your Academic program at AIU.

However, we ask you to please contact immediately the Finance department so you can let them know when you plan to send your next payment. Remember that you must be current on your payment obligations at all times and we are here to help you in this regard.

We do not want you to have any interruptions on your academic program, this is why is very important for you to contact the finance department as soon as possible

([finance@aiu.edu](mailto:finance@aiu.edu)), they are expecting to receive your payment this week.

Thanks,

Student Services

#### **Contact the Finance Department**

Dear Student:

We ask you to urgently contact the finance department ([finance@aiu.edu](mailto:finance@aiu.edu)) because you have some pending payments to be made to AIU. This is very important because we do not want your academic program to be interrupted because you are not current in payments. They are expecting to receive a payment from you this week.

Thanks,

Academic Department

#### **Email to students inactive in payments, enrolled in April**

Dear Student:

This is to inform you that we haven't received any tuition payment from you. You were enrolled back in April, so you owe the monthly tuitions of May, June and July.

We ask you to urgently contact the Finance Department ([finance@aiu.edu](mailto:finance@aiu.edu)) so you can let them know when you are going to send your next payment. We do not want your academic program to be interrupted because you are not current in payments.

Best regards! Academic

Department

### **Working on Different Programs**

#### **Start working on your first program only**

Dear Student:

Thank you for your clarification.



You do not need to submit again your First Phase courses unless you have experienced a new event that merits updating your Comprehensive Resume, Portfolio and Autobiography. If this is the case, then you can submit these 3 assignments for your Masters Degree.

It is important for you to know that you must be active financially speaking in both programs, meaning that you have to pay your monthly tuition for the Bachelors and Masters programs from now on regardless of your academic activities

Thanks,  
Academic Department

**She started the second program first**

Dear Student:

We are very happy to hear from you again.

As you know, you are enrolled in a Triple Program at AIU (Bachelors, Masters and Doctorate in sequence). We ask you to please start working on your Bachelors program first and do not use your Masters nor your Doctorate student sections until you have completed 100% the academic requirements for your Bachelors.

Please remember the login information for your Bachelors Student section:

Username: Amanuel

Password: FJEJXY

Through your Bachelors Student section, please re-submit the assignments you sent through your Masters' so we can evaluate them.

Thanks,  
Academic Department

**Student completed Bachelors program of the Dual program and is ready to start his Masters. AIU will open the new section**

Dear Student:

It is my pleasure to be in contact with you again.

Dr. Valcin has informed me that you have submitted the pending assignments of your Bachelors program. You have now completed the academic requirements of your Bachelors program and you can start now the Graduation procedures. Please note that Phase IV has been activated in your student section; please follow Phase IV instructions so you can send the necessary graduation documents.

In the next 24-48 hours, AIU will open a new student section for you. We will send you by email the login instructions. This will be your Masters student section. Through this section you will need to submit all 6 Master courses starting with Phase II and the Final Thesis on Phase III so you can complete this program as well.

We ask you to please, do not submit anymore assignments through your Bachelors student section, send only the necessary graduation formats. Instead, please submit your future assignments only through your new Masters student section.

Thank you, congratulations on completing your Bachelors program and good luck with your Masters.

Sincerely,  
Academic Department

**Student who has completed the First program at AIU and is ready to start his Second program**

We would like to inform you that you have completed the academic requirements of your



First Program at AIU and you can now begin with the graduation process. To do so, please fill out the forms found in your student section, C. Document Management, Phase IV, and send them promptly to AIU. In addition, AIU expects you to pay your first program in full so that we can order your degree.

So we ask that you start designing the Curriculum of your Second Program as soon as possible (Curriculum Design course) Please remember to use the appropriate format to submit this course to AIU. You can also find more information about this course in the next videoconference. Please click on the link shown below or paste it into your Internet Browser:

<http://csaiu2.atnova.com/Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false>.

Please send your graduation documents of the first program through its current electronic section and everything related to the **second program** such as courses, comments, etc., should be sent only through its new electronic section which you will soon have access to. With reference to your payment plan, we inform you that it will be separated in two so that you can pay in full your first program and be able to receive your graduation documents. The second program will also have a particular payment plan based on the initial agreed terms.

We wish you success in this important phase of your Dual program in AIU.

### **ABT Status**

#### **AIU has confirmed your ABT status**

Dear Student:

I hope you are doing fine.

This is to inform you that AIU has confirmed your ABT status (All But Thesis).

We have transferred all credits you have completed at Northcentral University into your AIU transcript.

AIU has activated Phase III for you. Please read the documents you may find in your student section under the option "Document Management, Phase III documents"

You can now submit your Thesis proposal so the Academic Department can check it and approve it.

Thanks and good luck,  
Academic Department

### **Spanish comments that deal with:**

#### **Logging in, Student Section**

##### **Recien ingresado a AIU**

Estimado Estudiante:

Queremos confirmar con usted que haya podido ingresar a su sección electrónica del estudiante.

Su información de acceso es:

Username:

Password:

Le pedimos vaya al sitio web de AIU [www.aiu.edu](http://www.aiu.edu) y del lado izquierdo encontrará la sección de login en la cual podrá copiar y pegar las claves que le estamos dando en estos momentos.

Una vez adentro de su sección electrónica, favor de leer detenidamente los documentos





que se encuentran en la sección C. Document Management, Phase I documents. Ahí podrá encontrar información valiosa acerca de los cursos a desarrollar en esta fase de estudios además de instrucciones, ejemplos y formatos que usted debe seguir. Normalmente nuestros estudiantes completan la primera fase en 15 días, favor de comenzar a enviar sus asignaciones lo antes posible.

Es muy importante que toda comunicación que usted envíe a AIU sea enviada a través de su sección electrónica, no por email.

Gracias y le deseamos mucho éxito.

Atentamente

Servicios al Estudiante

### **No enviar comentarios por email**

Le pedimos no hacer reply a esta comunicación sino enviar todo comentario y-o asignación académica a través de su sección electrónica. Atentamente  
Servicios al Estudiante

### **No enviar comentarios por email**

Por ello, le pedimos evitar enviar emails a Student Services ya que el Departamento Académico está listo para asistirle a través de su sección electrónica que es un medio más seguro y queda registrada toda comunicación en su expediente académico.

Le deseamos la mejor de las suertes.

Atentamente,

Servicios al Estudiante

### **Comunicarse a través de su sección electrónica**

Le pedimos no hacer REPLY a este email sino enviar toda comunicación, comentarios y asignaciones a través de su sección electrónica del estudiante

Atentamente,

Servicios al Estudiante

### **Problema de F en asignaciones no enviadas a AIU**

Estimado Estudiante:

Le pedimos no preocuparse por ello.

Aparentemente, existe un "bug" en el sistema que causó eso, pero esto será corregido en los próximos días.

Estaremos esperando su próxima asignación académica.

Gracias

Depto. Académico

### **Volvemos a enviar las Claves de acceso a su sección del estudiante**

Estimado Estudiante:

A través de este medio, le informo sus claves de acceso a su Sección del Estudiante localizada en nuestro sitio Web [www.aiu.edu](http://www.aiu.edu) Le recomendamos el que haga "**copy**" (**copiar**) y "**paste**" (**pegar**) de las siguientes claves de acceso para garantizar que éstas sean exactamente iguales a como el sistema espera para ser aceptadas y poder ingresar:

Username: **Santiago Mba**

Password: **S29YDS**

Es muy recomendable que, una vez que acceda a su sección electrónica, consulte la sección C. Manejo de Documentos, Fase I y lea detenidamente los documentos que ahí se



encuentran. Podrá ver que se le proporcionan explicaciones, ejemplos, formatos y videoconferencias sobre cada uno de los cursos de la primera fase.

Para poder abrir los documentos, usted requiere de tener el programa **Adobe Acrobat Reader** en su computadora. Dicho programa podrá obtenerlo del Internet en forma gratuita siguiendo la "link": <http://www.adobe.com/products/acrobat/readstep2.html> Le pedimos nos envíe toda comunicación, preguntas y sus asignaciones académicas a través de su sección del estudiante utilizando los canales de comunicación que ahí se indican en la sección D. Comunicaciones y Asignaciones.

Le informamos que generalmente nuestros alumnos completar la primera fase en 15 días. Por ello, le pedimos de la manera más atenta el tratar de enviar su primera asignación lo antes posible.

Atentamente,  
Servicios al Estudiante

## **Sending Assignments**

### **Procedimiento para enviar trabajos académicos a AIU**

Estimada Estudiante:

A través de la presente le enviamos un cordial saludo.

Como anexo a esta comunicación, le estamos enviando un documento en el que se explica la manera de enviar trabajos académicos a AIU.

De igual modo, le sugerimos el acceder a la Videoconferencia siguiente la cual explica este mismo procedimiento. Favor de hacer clic en la siguiente link o pegarla en su Internet Browser:

<http://csaiu2.atnova.com/ Conferencias/0000057ConferenceAIU-9346A956ABF0B69D62E51621B086E7C74CEB64FC/conferencia.htm?emisiondirecto=false>

Le pedimos seguirlo al pie de la letra para que su Asesor Académico pueda evaluar y calificarle toda asignación académica que usted realice.

Gracias  
Depto. Académico

### **Comenzar a enviar el desarrollo de sus materias**

Estimado Estudiante:

A través de la presente nos permitimos el aclararle algunos procedimientos importantes del programa de AIU en esta fase II en la que usted se encuentra.

Usted ha enviado exitosamente su Diseño de Pénsum de estudios o Curriculum Design mismo que ha sido aprobado por el Depto. Académico.

En él, usted ha incluido 14 materias que desea desarrollar en AIU.

El siguiente paso es dar de alta dichas materias en su sección del estudiante a través de la opción CURRICULUM PROPOSAL para que aparezcan enlistadas y pueda enviarlas. Además, AIU espera de usted que comience a desarrollar la primer materia. Esto debe hacerse a través de un proyecto de investigación en el cual nos comparta sus opiniones personales, contribuciones de usted, aplicaciones prácticas y conclusiones sobre el tema tratado. Todo ello debe basarse al formato anexo llamado SUPLEMENTO.

Usted puede apoyar sus puntos de vista a través de estadísticas, gráficas, fotografías o casos prácticos.

Estaremos esperando el desarrollo de su primera materia y le deseamos mucho éxito en esta importante etapa.

Atentamente



Depto. Académico

**El estudiante envió materias bajo el nombre de Curriculum Design**

Estimada Estudiante:

Esperamos se encuentre bien.

Es importante hacerle saber que el procedimiento que usted siguió para enviar algunas materias no fue el adecuado ya que usted envió bajo el mismo título (Curriculum Design) dichas materias y no con el nombre de cada una de ellas. En vez de ello, usted debió primero adicionar todos los cursos que usted incluyó en su Curriculum Design o Plan de Estudios en su sección del estudiante bajo la opción llamada "Propuesta de Plan de Estudios" (ver procedimiento anexo) y entonces podrá seleccionar los nombres correctos desde el Calendario de Asignaciones para que esté en posibilidad de enviar cada materia adecuadamente con el nombre correcto.

Le pedimos volver a enviar los desarrollos de materias con el nombre correcto y el Depto. Académico las evaluará oportunamente.

Gracias,

Depto. Académico

**Sus archivos enviados no corresponden con los nombres de las materias del mismo envío.**

Estimada Estudiante:

Le informamos que las asignaciones recientes que usted ha enviado no pueden ser evaluadas debido a que el nombre de la materia no corresponde con el archivo que usted envió de apoyo.

Le pedimos volver a enviar dichas materias pero con los archivos correctos de manera que podamos evaluarlas.

Gracias

Depto. Académico

**AIU ha adicionado por usted las materias a su Curriculum Proposal**

Estimado Estudiante:

Nos da mucho gusto saludarlo por este medio.

Le informamos que, las asignaciones académicas que ha enviado han sido evaluadas debidamente. Es importante hacerle saber que el procedimiento que usted siguió para enviar dichas materias no fue el adecuado ya que usted envió bajo el mismo título (Doctorate Curriculum Design) las 4 materias que envió. En vez de ello, usted debió primero adicionar los 12 cursos que usted incluyó en su Curriculum Design en su sección del estudiante y entonces seleccionar los nombres correctos desde el Calendar of Assignments para que esté en posibilidad de enviar cada materia adecuadamente con el nombre correcto.

El depto. académico se dió a la tarea de hacer esto por lo que usted puede ir a su sección del estudiante y comprobar que las 12 materias que usted ha incluido en su Curriculum Design han sido debidamente incluidas en la opción "Curriculum Proposal" en su sección del estudiante por lo que ahora puede enviar las 8 materias restantes sin ningún problema. De todos modos le estamos anexando el procedimiento que seguimos para subir dichas materias (ver anexo)

Gracias y le deseamos mucho éxito.

Atentamente

Depto. Académico



### Usar el formato del suplemento

Estimado Estudiante:

Hemos evaluado la más reciente asignación académica que ha enviado a AIU.

Queremos aprovechar la ocasión para reiterarle la importancia de que use el formato llamado "Suplemento" en todas las asignaciones futuras que envíe a AIU.

Puede encontrar dicho formato anexo a la presente y también en su sección electrónica bajo la opción Manejo de Documentos, Documentos de Fase II.

Gracias,

Depto. Académico

### Plan de estudios no presentado en el formato adecuado

Estimada Estudiante:

He revisado su muy interesante Plan de Estudios.

De todos modos me permitiré hacerle algunas observaciones que espero le sean de utilidad:

1. La palabra Pénsum aplica en el idioma Español, en Inglés manejamos el término Curricula o Curriculum.
2. Debo entender que cuando menciona la palabra UNIT se refiere a materias? Si es así, usted piensa enviar 7 materias más la Tesis. A la fecha usted lleva ganados 88 créditos, por lo que le restan 32 créditos para completar el programa. Al enviar 7 materias (3 créditos cada una) más la Tesis (máximo 10 créditos) y su asignación de Curriculum Design, entonces podrá completar los créditos requeridos con ese número de materias que usted está proponiendo.
3. Le recomiendo enviar su Pénsum de estudios como una materia llamada "Curriculum Design" y utilizar el formato adecuado para ello (ver el anexo). Esto es importante para que su plan de estudios genere créditos y cumpla con los lineamientos de la universidad.
4. Cada una de las UNITS como usted lo menciona, deberá asignársele un nombre de materia específico, por ejemplo en UNIT 8 el nombre podría ser: "Africa and its writers".
5. Para cada materia, tal como lo pide el formato anexo, debe incluirse la bibliografía de apoyo que será utilizada para desarrollar dicha materia.

El Pénsum a mí en lo personal se me hizo muy interesante porque toca temas muy variados de la Literatura y la felicito por ello. Me causó mucho interés sobre todo cuando habla de la "Globalización" de la Literatura.

Le deseo mucho éxito en su programa

Atentamente,

### Plagiarism

#### Usted ha copiado su Trabajo del Internet

Estudiante:

Le informamos que su asignación llamada: **Planning of public campaigns on preventive health** no podrá ser evaluada ya que usted la ha copiado en más del 90% del Internet. Vea esta link:

[http://www.cd3wd.com/CD3WD\\_40/HLTHES/APS/APS02S/ES/CH06.HTM#TOPOFAGE](http://www.cd3wd.com/CD3WD_40/HLTHES/APS/APS02S/ES/CH06.HTM#TOPOFAGE)

Recuerde que en AIU los trabajos deben ser inéditos. Esperamos de nuestros alumnos que hagan una labor importante de investigación que les permita el concluir en un documento a ser presentado en el que el alumno incluya sus propios puntos de vista del tema tratado, aplicaciones prácticas y conclusiones.

Si usted incluye en su trabajo textos del Internet, entonces debiera poner la referencia





exacta de dónde la ha obtenido.

Le pedimos el no volver a copiar trabajos del Internet y presentar de nuevo su trabajo siguiendo las indicaciones aquí explicadas.

Atentamente

Depto. Académico

### **Alumno copio 100% su trabajo del Internet**

Estimado:

Le informamos que su asignación llamada: XXXXXX no podrá ser evaluada ya que usted la ha copiado en un XX% del Internet.

Recuerde que en AIU los trabajos deben ser inéditos. Esperamos de nuestros alumnos que hagan una labor importante de investigación que les permita el concluir en un documento a ser presentado en el que el alumno incluya sus propios puntos de vista del tema tratado, aplicaciones prácticas y conclusiones.

Esto no es tolerable, le pedimos más responsabilidad en la elaboración de sus propios trabajos ya que es por su propio bien. Le pedimos el no volver a copiar trabajos del Internet y presentar de nuevo su trabajo siguiendo las indicaciones aquí explicadas.

Usted mismo puede checar la autenticidad de su trabajo usando la opción TURNITIN que se encuentra en su sección del estudiante bajo la opción Información Académica.

Atentamente,

Depto. Académico

### **Plagiarism**

Estimado Estudiante

Su trabajo no ha sido calificado debido a que se han encontrado partes completas tomadas de otros textos (XXX%).

Uno de los objetivos de AIU es que el estudiante desarrolle sus habilidades de investigación, aprenda a analizar la información y plasmar en un trabajo los resultados y conocimientos adquiridos.

Es válido apoyarse en otros recursos, aunque siempre se debe dar el crédito a las fuentes consultadas por medio de citas y referencias bibliográficas. Por favor tome en cuenta las siguientes consideraciones generales: la extensión óptima del trabajo es de 25 a 30 páginas (Letra Arial de 12 pts. a espacio simple) y debe ser más que un resumen de conceptos. Es importante que el trabajo de investigación incluya el análisis del tema como se está desarrollando actualmente en los niveles local, nacional e internacional, que tenga tablas comparativas de estos niveles y un análisis de lo que se debe esperar a futuro. Está bien hacer una revisión de conceptos, pero con orientación a la aplicación. Se debe verificar la teoría, aunque también es de suma importancia conocer los avances que ha tenido en los últimos cinco años. Le sugerimos utilizar bibliografía actual (de 5 años a la fecha). En el capítulo al final del documento, se debe hacer una lista de referencias en orden alfabético que correspondan a citas y referencias bibliográficas dentro del texto para que el lector pueda acudir a dichos recursos, si fuera necesario. Debe haber al menos diez referencias por cada cinco páginas. No olvide incluir un capítulo completo de conclusiones en el que haga un análisis profundo de los resultados de su investigación y en el que debe expresar sus propias recomendaciones, mejoras, cómo es que puede aplicar lo aprendido y todo cuanto pueda ser considerado su propia aportación al tema.





Recuerde por favor que en su sección de estudiante, bajo la opción "Información Académica", encontrará la opción "TurnItIn", un moderno software que le permitirá revisar sus trabajos antes de enviarlos, para detectar textos tomados de otros recursos, lo que le permitirá hacer las referencias y citas de manera correcta para obtener una excelente calificación. En el Manual del Estudiante encontrará la estructura general para un Trabajo de Investigación, parámetros de presentación y otra información de utilidad. Por esta única ocasión se le dará la oportunidad de rehacer su trabajo, de manera que alcance sus objetivos de aprendizaje desde el enfoque de la Andragogía. Se espera que entregue su trabajo en un plazo máximo de 15 días.

Atentamente,

Depto. Académico.

## **Curriculum Design**

### **Dar de alta los nombres de los cursos en su sección del estudiante**

Estimado Estudiante:

Le recuerdo el procedimiento que debe seguir para poder dar de alta los cursos que usted ha incluido en su "Curriculum Design".

1. Haga clic en "curriculum proposal" en su sección del estudiante.
2. En la parte de abajo haga clic en "Add new course".
3. Ponga el nombre de la materia en INGLÉS.
4. Llene los demás datos que se piden (objetivo, descripción, etc). Estos últimos datos pueden estar en Español.
5. Haga clic en UPDATE
6. Ahora verá el curso que ha añadido en su Curriculum Proposal o Plan de Estudios.
7. Vaya a la opción "Calendar of Assignment".
8. Haga clic en "Schedule your next assignment"
9. Deberá ver el curso que ha añadido en el listado que se encuentra al hacer clic en la flecha referente a "Select a Course".

Estaremos esperando el desarrollo de sus cursos de segunda fase.

Atentamente,

Depto. Académico

## **Plan de estudios aprobado**

Estimada Estudiante:

Su plan de estudios propuesto ha sido debidamente aprobado.

Le pedimos el comenzar a preparar la primera materia que usted elija y enviarla lo antes posible. Basarse al formato llamado "Suplemento" que encuentra en su sección del estudiante bajo la opción de "Manejo de Documentos, Documentos de la Fase II". Cada envío de materia deberá ser desarrollado a manera de proyecto de investigación en el cual el capítulo de "Conclusiones y recomendaciones" deberá ser el más importante. Apoyar sus planteamientos con gráficas, estadísticas, fotos, etc. para un mayor entendimiento. Es importante que las materias que ha diseñado en su plan de estudios sean dadas de alta en su sección del estudiante bajo la opción "Currículum Proposal o Propuesta de Plan de Estudios", de esa manera usted podrá comenzar a enviar uno por uno los desarrollos de dichas materias (ver anexo con el procedimiento a seguir) Le deseamos suerte en esta etapa tan importante de su programa.

Atentamente



Depto. Académico

### **Utilización de documentos en su trabajo para apoyo de cursos en AIU**

Estimado Estudiante:

Gracias por mantenernos informados de sus actividades.

Usted puede obtener créditos en AIU al presentar trabajos que hoy en día esté usted aplicando en el desempeño de su profesión.

La condicionante sería el que pueda usted integrar dichos trabajos en base al formato de AIU llamado "Suplemento" (ver anexo) y presentarlo como un curso específico con el nombre adecuado en Inglés. Este curso debiera formar parte de su "Curriculum Design" o "Plan de Estudios" y debe ser dado de alta en su sección electrónica bajo la opción "Curriculum Proposal".

Gracias

Depto. Académico

### **AIU espera recibir de usted los desarrollos de los cursos que usted ha incluido en su Plan de Estudios o Curriculum Design**

Estimado Estudiante:

Le informamos que AIU espera recibir de usted los desarrollos de los cursos que usted ha incluido en su Plan de Estudios o Curriculum Design

Esto debe hacerse antes de comenzar la preparación de su Tesis Final en AIU.

Le pedimos basar dichos desarrollos en el formato llamado "Suplemento" e incluir al menos 20-25 páginas en su trabajo y le pedimos profundizar en las conclusiones y opiniones personales sobre el tema que está tratando. Además, le sugerimos incorporar gráficas, estadísticas o fotografías para apoyar de manera más clara sus puntos de vista. Es también muy recomendable el incluir casos prácticos en los cuales se aplique el conocimiento averiguado.

Es imprescindible que usted adicione, en su sección del estudiante opción "Propuesta de Plan de Estudios", cada uno de los cursos que usted incluyó en su Curriculum Design o Diseño de plan de estudios (ver anexo con el procedimiento a seguir)

Gracias,

Depto. Académico

### **Recibo de su programación de materias**

Estimada Estudiante:

Gracias por enviarnos su programación de materias restantes de su programa.

Su desarrollo académico ha sido brillante, estamos seguros que continuará por ese camino.

Estaremos esperando su siguiente asignación académica.

Atentamente,

Depto. Académico

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### **Explicación de los programas PERSONALIZADOS en AIU y cursos en línea**

Estimado Estudiante:

Le saludamos con afecto.

Es importante hacerle saber que en AIU no existen cursos pre-establecidos sino son los



estudiantes los que diseñan y proponen los cursos que le son afines en función de sus expectativas académicas y profesionales. En suma, en AIU los programas son totalmente personalizados precisamente para poder satisfacer las necesidades de conocimientos del alumno en cuestión.

Le pedimos leer detenidamente los documentos que se encuentran en su sección del estudiante bajo la opción “Manejo de Documentos, Documentos de Fase 2”, ahí podrá encontrar las explicaciones y formatos necesarios para la preparación del curso relativo al Diseño de su Plan de Estudios (Curriculum Design) en el que deberá incluir las materias necesarias para completar los créditos académicos requeridos más la Tesis Final.

Le pedimos usar el formato adecuado y le recordamos que los nombres de las materias que incluya en su Plan de Estudios deberán estar en inglés aunque todo lo demás se mantenga en español.

Puede también encontrar más información acerca de este curso en la Videoconferencia siguiente. Favor de hacer clic en la link que se muestra a continuación o pegarla en su Internet Browser:

<http://csaiu2.atnova.com/Conferencias/0000015ConferenceAIU-DB7BA66B426A01F60C8F5167B898C06325C57150/conferencia.htm?emisiondirecto=false>

Si usted está llevando un programa relacionado con la Escuela de Negocios o Economía, AIU ha preparado cursos en línea en INGLÉS que pueden complementar su propio

Pensum de Estudios. Al terminar cada curso en línea que usted haya seleccionado, usted deberá de preparar un documento de 25-30 páginas sobre le tema tratado en el que nos presente sus comentarios, opiniones, conclusiones y casos prácticos sobre dicho tema.

Estos cursos pueden ser encontrados en la siguiente link:

<http://www.aiu.edu/online/AIUFILES/AIUAPrograms.html>

Le deseamos mucho éxito en lo que le resta de su programa y le pedimos el enviar todo comentario a través de su sección del estudiante.

Gracias,

Depto. Académico

### **Alumno que envió el Curriculum Design con una sola materia y debe volverlo a enviar**

Estimado Estudiante:

Esperamos que se encuentre bien.

Vemos que ha comenzado a enviar su Diseño de plan de Estudios. En el archivo que usted envió usted incluyó una sola materia.

Le pedimos enviar de una sola vez todos los DISEÑOS de las materias que usted planea desarrollar en su programa con AIU.

Según los créditos acumulados a la fecha, usted debiera incluir en su plan de estudios al menos 7 materias más la Tesis Final.

Esperemos recibir su nuevo curso del Diseño de Plan de Estudios o “Curriculum Design” con las materias completas. Gracias,

Depto. Académico

### **AIU espera de usted un nuevo plan de estudios**

Estimada Estudiante:

A través de la presente la saludamos con afecto.

Como resultado de una revisión de su progreso actual en su programa de estudios,



queremos pedirle que proceda a realizar las siguientes actividades:

1. El Plan de Estudios que usted ha presentado a AIU no contiene el número suficiente de materias en su campo de estudios para cumplir con los requerimientos académicos en AIU. Por ello, le pedimos volver a elaborarlo asegurándose que cuente con al menos 8 materias en el campo de estudios que es NEUROCIENCIAS.
2. El nuevo plan de estudios que le estamos solicitando deberá ser presentado en base al formato anexo.

Una vez que recibamos dicho plan de estudios, podremos evaluarlos y aprobarlo para que sea entonces cuando pueda presentar los desarrollos de las materias que usted haya incluido en dicho plan.

Todo lo anterior se debe también a que varias materias que hoy en día aparecen en su transcript no tienen relación directa con su campo de estudios.

Nuestro objetivo es el que al final de su programa, usted haya completado un programa de estudios que le sea de utilidad en el futuro y que cuente con los conocimientos necesarios para su desarrollo profesional.

Estaremos a la espera de su nuevo plan lo antes posible.

Atentamente,  
Depto. Académico

### **Materias insuficientes en su Plan de Estudios**

Estimado Estudiante:

Esperamos que se encuentre bien.

Le queremos mencionar que los créditos necesarios en AIU para terminar su Doctorado son 50.

El plan de estudios que usted envió incluía solamente 3 materias las cuales serán insuficientes para terminar su programa.

Por ello le pedimos enviar al menos 4 materias más y la Tesis Final para poder completar los créditos necesarios.

De igual modo le pedimos que no proceda a comenzar su Tesis final sino hasta que todos los cursos necesarios de la Fase II hayan sido enviados y aprobados.

Además, le pedimos enviar a AIU su próximo pago lo antes posible para que el sistema le siga permitiendo el acceso a su sección electrónica.

Gracias

Depto. Académico

### **Propuesta de Plan de Estudios en Estadística. EL estudiante no quiso preparar su plan de estudios.**

Estimado Estudiante:

Esperamos que esta comunicación le encuentre bien.

En base a las conversaciones que hemos tenido acerca de su Fase II del programa de Maestría, me permito proponerle el Plan de Estudios que usted puede llevar a cabo en AIU. Es importante recalcar que en AIU le damos al libertad al alumno de diseñar su propio Pénsum de Estudios porque pensamos que cada estudiante es único e irrepetible y nadie mejor que él conoce sus necesidades de conocimientos en base a sus experiencias pasadas y su proyecto de vida de cara al futuro.

A continuación encontrará un listado de materias del programa de Estadística. Cada materia cuenta con una link que le conducirá a dicho curso en línea. Le solicitamos enviar su Diseño de Pénsum de estudios en base a la información que encontrará en cada link





como es, Objetivo, Descripción, Contenido y Bibliografía. La presentación del Pénsum debe hacerse en base al formato anexo.

Una vez enviado su plan de estudios, le pedimos comenzar a llevar acabo cada uno de los cursos en línea. Al terminar cada curso, le solicitamos enviar un proyecto de investigación de 15-20 páginas sobre el tema tratado en el que nos comparta sus opiniones, conclusiones, aplicaciones prácticas, etc.

Cada desarrollo del curso debe estar basado en el formato llamado SUPLEMENTO mismo que también le anexo en esta comunicación.

Una vez que termine el desarrollo de cada curso, le activaremos la Fase III en la que podrá comenzar la preparación y presentación de su Tesis Final con la que cumplirá los requisitos académicos en AIU.

Le deseamos mucho éxito en esta importante etapa de su programa de estudios.

Depto. Académico

## **Videoconferencias**

### **Listado de Videoconferencias**

Estimada Estudiante:

Esperamos que este mensaje le encuentre en buena salud, y con exitoso progreso en su programa con AIU.

Esta comunicación espera servirle en la elaboración de su programa con nosotros, especialmente con la Segunda Fase. Como usted sabe, hay ciertos ensayos que hay que realizar a esta altura del programa, estos ensayos son basados en los libros recomendados por AIU. Nosotros sabemos que habrá veces que será difícil encontrar dichos libros, y es por eso que le queremos facilitar las siguientes videoconferencias, las cuales contienen un resumen de algunos de estos libros.

En el anexo a esta comunicación, usted podrá encontrar las mencionadas Videoconferencias con las links para cada una de ellas preparadas para estos libros. Recuerde que después de ver estas videoconferencias, tiene que mandar el ensayo requerido basado en lo aprendido en el material expuesto, además de cualquier otra fuente de información que usted encuentre relevante a la asignación.

Le deseamos siempre lo mejor.

Atentamente

Depto. Académico

## **Responses to Assignments**

### **Explicación sobre los ensayos y recomendaciones**

Estimada Estudiante:

AIU espera de usted en los ensayos sobre los libros que se le han solicitado, el que nos comparta sus propias conclusiones, opiniones y puntos de vista sobre los temas tratados en el libro. Puede hacerlo globalmente, o por capítulo si así lo desea.

Le recomendamos el visitar la página de "Recursos a los Estudiantes" que se encuentra en nuestra biblioteca virtual y leer el documento llamado "Guía para al escritura de un Ensayo". También, puede acceder a este documento a través de la siguiente link:

<https://www.aiu.edu/Student%20Resources/General%20Forms/EyF%20Fase2/GU%20CDA%20PARA%20LA%20ESCRITURA%20DEL%20ENSAYO.pdf>

Gracias,

Depto. Académico





### **Para que siga adelante en el programa**

Estimado Estudiante:

Le agradecemos el habernos enviado su programación de las materias restantes de su programa de Maestría en AIU. Ahora, le pedimos continuar con la preparación de su siguiente desarrollo de materia.

Gracias

Depto. Académico

### **Profundizar en conclusiones**

Estimado Estudiante:

Para futuras asignaciones, le pedimos profundizar en las conclusiones y opiniones personales sobre el tema que está tratando. Además, le sugerimos incorporar gráficas, estadísticas o fotografías para apoyar de manera más clara sus puntos de vista. Es también muy recomendable el incluir casos prácticos en los cuales se aplique el conocimiento averiguado.

Gracias

Depto. Académico

### **Thesis**

#### **Propuesta de Tesis Aprobada**

Apreciable Estudiante :

Por este medio le hago saber que su propuesta de tesis fue aprobada por el comité académico. Cumple con el objetivo que AIU busca para tener un cierre triunfal para obtener su grado académico, cumpliendo con la profundidad, calidad, conocimientos y demás solicitados. Continúe con lo estipulado en dicho documento y obtendrá una excelente tesis. Estaremos esperando su Tesis Final en los próximos 60 días.

Cordiales saludos y que tenga un buen día.

Depto. Académico AIU

### **Recomendaciones para la preparación de su tesis final**

Estimado Estudiante:

Le recomiendo comenzar a preparar su Tesis Final. Recuerde al respecto que debe basarse al formato llamado SUPPLEMENT mismo que le anexo. Además deberá considerar lo siguiente:

1. Debe ser un documento INÉDITO. Para ello, le pido que antes de enviar su Tesis, verifique que es auténtico usando la opción llamada TURNITIN que está ubicada en su sección del estudiante.
2. AIU espera que incluya en el documento sus propias conclusiones, opiniones, puntos de vista sobre el tema tratado.
3. Es altamente recomendable que incluya casos prácticos en los que demuestre que los conocimientos adquiridos han sido aplicados a su propia realidad.
4. Incluir gráficas, estadísticas, fotografías, etc para poder apoyar los puntos planteados en su Tesis Final.
5. Se recomienda presentar su Tesis como documento PDF.

Gracias y estaremos en contacto.

Atentamente

Depto. Académico



## Fases

### Estudiante reanudando su programa desde la Primera Fase

Estimada Estudiante:

Nos da mucho gusto saber que desea reanudar su programa con AIU.

Debe saber que AIU espera que nuestros estudiantes se encuentren activos en todo momento tanto en lo académico como en lo financiero.

Desde el punto de vista académico, favor de leer detenidamente los documentos que se encuentran en la sección C. Document Management, Phase I documents. Ahí podrá encontrar información valiosa acerca de los 8 cursos a desarrollar en esta fase de estudios además de instrucciones, ejemplos y formatos que usted debe seguir.

Normalmente nuestros estudiantes completan la primera fase en 15 días, favor de comenzar a enviar sus asignaciones lo antes posible.

Además, le pedimos enviar su siguiente pago a AIU antes de los próximos 7 días para que así también pueda mantenerse activa.

Gracias y le deseamos mucho éxito.

Atentamente

Servicios al Estudiante

### Activación de la segunda fase

Estimado (a) estudiante:

Favor de consultar su Transcript de estudios para confirmar que las asignaciones de primera fase han sido debidamente evaluadas. Le felicitamos por haber completado esta importante fase de manera muy exitosa.

Hemos también activado la segunda fase de su programa de estudios. Le pedimos leer detenidamente los documentos que se encuentran en su sección del estudiante bajo la opción "Manejo de Documentos, Documentos de la Fase II", ahí podrá encontrar las explicaciones y formatos necesarios para el desarrollo de esta importante fase de su programa en AIU.

En especial, le pedimos comenzar a preparar el curso relativo al Diseño de su Plan de Estudios (Curriculum Design) en el que deberá incluir al menos 7-10 materias para completar los créditos académicos requeridos más la Tesis Final. Usar el formato adecuado y le recordamos que los nombres de las materias que incluya en su Plan de Estudios deberán estar en inglés aunque todo lo demás se mantenga en español.

Puede también encontrar más información acerca de este curso en la Videoconferencia siguiente. Favor de hacer clic en la link que se muestra a continuación o pegarla en su Internet Browser:

<http://csaiu2.atnova.com/ Conferencias/0000015ConferenceAIU-DB7BA66B426A01F60C8F5167B898C06325C57150/conferencia.htm?emisiondirecto=false>

Gracias

Depto. Académico

### Fase III ha sido activada

Estimada Estudiante:

Le queremos informar que, en base a los créditos que ha acumulado a la fecha en AIU, lo único que le resta para completar los requerimientos académicos de su programa es el



presentar la Tesis Final.

Por ello, hemos decidido en activarle su Fase III para que comience con la preparación de tan importante trabajo.

Estaremos esperando su propuesta de Tesis (Thesis Proposal) para que sea aprobada debidamente.

Atentamente,

Depto. Académico

### **Activación de la Cuarta Fase**

Estimado Estudiante:

Felicidades, me es muy grato confirmarle que ha terminado los requisitos académicos de su programa en AIU por lo que le estamos activando la Cuarta Fase de estudios para que comience sus trámites de graduación. Usted ha llevado a cabo un programa académico muy exitoso en el área de estudios que seguramente le hará ser mejor profesional además de contribuir positivamente en su familia, comunidad y país en general.

Le pedimos llenar totalmente las cartas de graduación que se encuentran en su sección del estudiante bajo la opción C. Document Management, Phase IV documents. Tendrá que firmarlas, escanearlas y enviarlas como un mensaje con anexo a través de su sección.

También debe enviarlas por email a [studentservices@aiu.edu](mailto:studentservices@aiu.edu)

Atentamente

Depto. Académico

### **Activación de Cuarta Fase cuando desea enviar materias y tesis primero**

Estimado Estudiante:

Sabemos que usted ha recibido notificación de comenzar con trámites de graduación.

Esto fue debido a unos ajustes que hemos hecho en su transcript el cual ahora está debidamente actualizado.

Por ello, le pedimos continuar con su Diseño de Pénsum de Estudios en el que incluya el menos 7 materias para concluir con su programa en AIU más la Tesis Final.

Favor de enviar su Pénsum de estudios lo antes posible.

Gracias

Depto. Académico

### **On-Line Library**

#### **Acceso a la biblioteca virtual**

Estimado Estudiante:

Hemos revisado su caso y no hemos tenido problemas en acceder a la biblioteca virtual desde su sección electrónica. Le comparto el procedimiento que usamos:

1 Click en AIU Online Library 2. Click en Library 3. Click en Online Library 4. Click en "Enter AIU Online Library OCLC 5. Anotar aiuedu como el username y como el password también. 6. Click en Submit Query 7. Click en First Search y entonces estará entrando a la biblioteca virtual de AIU.

Gracias,

Depto. Académico



### **Libros de Apoyo de sus materias en AIU**

Estimado Estudiante:

A través de este medio le indicamos que no necesariamente usted debe encontrar en la Biblioteca Virtual de AIU los libros para apoyar los desarrollos de sus materias. Esta puede ser una alternativa pero no necesariamente la única.

Le recomendamos que acuda a la biblioteca o librería en donde vive y consiga los libros necesarios para apoyar cada una de sus asignaciones de materias que envíe a AIU.

De igual modo, le recomendamos el ver la siguiente Videoconferencia que le guiará paso por paso a conseguir textos completos, si los hubiere, en la Biblioteca Virtual de AIU, esperamos le sea de utilidad:

<http://csaiu2.atnova.com/ Conferencias/0000082ConferenceAIU-F8427E87677C9462B910C410647EDDC09600D776/conferencia.htm?emisiondirecto=false>

Gracias,

Depto Académico

### **Nuevo acceso a la biblioteca virtual**

Estimado Estudiante:

Le saludamos con afecto.

Hemos revisado su acceso a la Biblioteca en Línea y no hemos detectado algún problema particular con ello.

Le informamos que usted ya no necesita el escribir las claves aiuedu, quiere decir, el procedimiento ahora es el siguiente:

1. Haga clic en Biblioteca en Línea de AIU en su sección del estudiante.
2. Haga clic en el botón llamado "Biblioteca"
3. Haga clic en "Online Library"
4. Haga clic en el botón llamado "Enter AIU Online Library-OCLC"

Con ello, usted podrá acceder directamente a nuestra Biblioteca Virtual.

Gracias,

Depto. Académico

### **Online Library:**

Estimado Estudiante:

Te saludo con afecto.

Te recomiendo ver la siguiente Videoconferencia que ayuda muy bien a entender cómo usar óptimamente la biblioteca online.

Puedes acceder usando la siguiente link:

<http://www.andragogy.org/downloads/Online%20Library%20Eng.wmv> La anterior videoconferencia está en Inglés pero creo que es muy útil.

Además, tenemos otra videoconferencia muy detallada en Español que puedes utilizar y recomendar a los alumnos:

<http://csaiu2.atnova.com/ Conferencias/0000082ConferenceAIU-F8427E87677C9462B910C410647EDDC09600D776/conferencia.htm?emisiondirecto=false>

Hay que entender que la biblioteca de AIU de ninguna manera pretende que sea la única fuente de información de los alumnos sino al contrario, ellos pueden recurrir a otras fuentes como pueden ser las bibliotecas públicas donde viven, en el Internet, Amazon, etc.



Espero que esta información te haya sido de utilidad y puedas a tu vez recomendárselas a tus alumnos. Gracias

Dr. José Mercado

## **Finance**

### **Pagos Pendientes**

Estimado Estudiante:

Le pedimos de manera urgente el contactar al Depto. de Finanzas ([finance@aiu.edu](mailto:finance@aiu.edu)) ya que tiene usted colegiaturas pendientes de pagar a AIU. Le pedimos enviar su siguiente pago esta misma semana para que su programa académico no se vea interrumpido.

Gracias

Depto. Académico

### **Usted se encuentra al corriente en Pagos en AIU**

Estimado Estudiante:

Le pedimos disculpar esta confusión.

Usted se encuentra al corriente en sus pagos de colegiaturas en AIU.

Siga adelante con su programa y le deseamos siempre lo mejor.

Atentamente,

Depto. Académico

### **Completar los trámites administrativos necesarios incluido el pago de su programa**

Estimado Estudiante:

Nos da mucho gusto saber que ha completado los requerimientos académicos de su programa académico en AIU.

Sin embargo le pedimos que, en base a las políticas establecidas en AIU, no podremos incluirle en la lista próxima de graduados hasta que usted logre completar los trámites administrativos que AIU le ha solicitado, en particular que pueda liquidar su programa de estudios pagando el balance que puede encontrar en su sección del estudiante bajo la opción "Plan de Pagos Actualizado".

Le pedimos enviar su siguiente pago esta misma semana para que AIU le mantenga como estudiante Activo en nuestra institución.

Gracias,

Depto. Académico

## **Working on Different Programs**

### **Alumno comenzando su programa de Maestría en vez del de Bachelors.**

Estimado Estudiante:

Le informamos que su sección del estudiante está correcta. El problema ha sido que usted abrió primero su sección electrónica relativa al programa de Maestría en vez de abrir su sección electrónica relativa a su Licenciatura o Bachelors. Le pedimos el NO utilizar más su sección de Maestría hasta que el programa de Licenciatura no haya concluido al 100%.

Para ello, le recordamos las claves de acceso a su programa de Licenciatura:

Username: Jorge

Password: ZO3G21

El Depto. Académico estará entonces esperando el recibir sus asignaciones académicas del programa de Licenciatura.





Le recomendamos leer detenidamente los documentos que aparecen en su sección electrónica bajo la opción "Document Management, Phase 1 Documents". Ahí podrá encontrar explicaciones, ejemplos y formatos muy útiles para llevar a cabo la primera fase de estudios.

Gracias y le deseo mucho éxito en su programa en AIU.  
Servicios al Estudiante

### **Quiere comenzar con el Doctorado ya que ha terminado con la Maestría**

Estimado Estudiante:

Sabemos que usted ha concluido con éxito su programa de Maestría y está listo para iniciar con el doctorado. La Dra. Garibaldi le asesorará en este proceso.

Como verá, hemos activado la segunda fase de su programa en AIU. Esto es debido a que usted ya realizó la primera fase dentro de su programa de Maestría. Por ello, puede comenzar con las lecturas de los libros requeridos en el doctorado y también con el diseño de su Plan de Estudios.

Le recordamos que el depto. de finanzas está esperando que comience a pagar mensualmente su colegiatura del programa de doctorado para que de esta manera se encuentre activo en todo momento. Lo anterior aplica independientemente que se encuentre también pagando por su programa de Maestría.

Gracias

Servicios al Estudiante

### **Estudiante ha enviado su Tesis Final de su PRIMER programa y debe enviar sus asignaciones futuras en su SEGUNDO programa**

Estimado Estudiante:

Como usted puede ver en su transcript, la Tesis Final de su programa de Maestría ha sido calificada debidamente, usted presentó un muy buen trabajo.

Ahora le pedimos concentrarse en su programa de Doctorado. Quiere decir que no envíe más materias a través de su sección de Maestría sino enviar todas sus futuras asignaciones por su sección de Doctorado solamente. Las Claves de acceso a su programa de Doctorado son:

Username: UD09481

Password: YOPU41

Puede comenzar su Doctorado desde la Fase II ya que la Fase I fue completada debidamente en el primer programa. El Departamento Académico estará esperando su Diseño de plan de Estudios de Doctorado.

Gracias,

Departamento Académico

### **Estudiante ha completado su primer programa y está listo a iniciar el segundo**

Estimado Estudiante:

Le informamos que usted ha completado los créditos académicos de su Primer programa en AIU (Bachelors) y puede comenzar con los trámites de su graduación.

Para ello, le pedimos llenar los formatos que encontrará en su sección del estudiante, C. Manejo de Documentos, Fase IV, y enviarlos a la brevedad a AIU. Además, AIU espera que pague su primer programa completo para que entonces podamos ordenar sus documentos de graduación.

Con relación a su SEGUNDO programa en AIU (Masters), AIU le abrirá una sección del



estudiante totalmente NUEVA para este programa. En uno o dos días, usted recibirá las nuevas claves de acceso para esta sección del estudiante.

Usted comenzará su Segundo programa desde la Fase II con el curso relativo al Diseño de pensum de Estudios, quiere decir, no debe de llevar cabo la Primera Fase de nuevo. Le pedimos enviar sus documentos de graduación de Bachelors a través de su sección actual del PRIMER programa y todo lo relativo a su SEGUNDO programa como cursos, comentarios, etc. solamente a través de su NUEVA sección electrónica a la cual tendrá acceso próximamente.

Le deseamos éxito en esta importante etapa de su programa Dual en AIU.

Atentamente

Depto. Académico

### **Estudiante ha terminado su Primer programa en AIU y está listo a comenzar su Segundo programa:**

Estimado:

Le informamos que usted ha completado los créditos académicos de su Primer programa en AIU y puede comenzar con los trámites de su graduación.

Para ello, le pedimos llenar los formatos que encontrará en su sección del estudiante, C. Manejo de Documentos, Fase IV, y enviarlos a la brevedad a AIU. Además, AIU espera que pague su primer programa completo para que entonces podamos ordenar sus documentos de graduación.

Con relación a su SEGUNDO programa, AIU le abrirá una sección del estudiante totalmente NUEVA para este programa. En uno o dos días, usted recibirá las nuevas claves de acceso para esta sección del estudiante.

Usted comenzará su **Segundo programa** desde la Fase II con el curso relativo al Diseño de Plan de Estudios, quiere decir, no debe de llevar cabo la Primera Fase de nuevo.

Por ello le pedimos comenzar a diseñar su Plan de Estudios de su Segundo programa cuanto antes. Le pedimos usar el formato adecuado y le recordamos que los nombres de las materias que incluya en su Plan de Estudios deberán estar en inglés aunque todo lo demás se mantenga en español.

Puede también encontrar más información acerca de este curso en la Videoconferencia siguiente. Favor de hacer clic en la link que se muestra a continuación o pegarla en su Internet Browser: <http://csaiu2.atnova.com/Conferencias/0000015ConferenceAIU-DB7BA66B426A01F60C8F5167B898C06325C57150/conferencia.htm?emisiondirecto=false>

Le pedimos enviar sus documentos de graduación de su primer programa a través de su sección electrónica actual y todo lo relativo a su **SEGUNDO** programa como cursos, comentarios, etc. solamente a través de su **NUEVA** sección electrónica a la cual tendrá acceso próximamente.

Con relación a su plan de pagos, le informamos que próximamente lo verá separado en dos para que pueda liquidar su primer programa y estar en condiciones de recibir sus documentos de graduación. El segundo programa contará también con un plan de pagos particular en base a las condiciones acordadas de inicio con usted.

Le deseamos éxito en esta importante etapa de su programa Dual en AIU.

Atentamente,

Depto. Académico



## **ABT**

### **Enviar a AIU el certificado de notas de Pénsum Cerrado**

Estimado Estudiante:

Hemos sido informados que usted ha completado los cursos necesarios de su programa de licenciatura en otra universidad. Si es así, le deseamos enviar lo antes posible un transcript o certificado de notas en el que conste el listado de cursos y las calificaciones que usted ha obtenido en esos cursos para que entonces se las podamos transferir a su transcript de estudios en AIU. Será entonces cuando podamos determinar si puede pasar directamente a la Tesis Final en AIU.

Además le pedimos que envíe un documento en WORD en el que nos enliste las materias que ha aprobado y que desea que se las transfiramos. Esos nombres deben estar en el idioma Inglés.

Gracias

Depto Académico

### **Estudiante que se le ha transferido cursos pasados y se le ha confirmado su ABT status**

Estimado Estudiante:

Nos da mucho gusto saludarle por este medio.

Le comunicamos que hemos concluido con el proceso de transferencia de créditos que la logrado en el pasado hacia su transcript de estudios en AIU.

Es por ello que nos complace informarle que AIU confirma su status de estudiante como ABT, quiere decir, todo completado excepto la Tesis (All but Thesis).

Por esa razón, verá que su Fase III ha sido activada por lo que puede comenzar la preparación y presentación de su Tesis Final en AIU.

Le felicitamos por su trayectoria profesional y académica pasada.

Atentamente

Depto. Académico

## **HOW TO USE YOUR ADVISOR SECTION**

This section will only show how to use the advisor section and the steps needed to perform several duties. Please refer to the different sections in this handbook in regard to AIU's specific policies.

### **To Log in:**

- Log on to [www.aiu.edu](http://www.aiu.edu)
- On the left side corner log in as an advisor
- Type in your username
- Type in your password

### **Searching for students:**

#### **To search for a student:**

- Log in your advisor section
- Click on the link "Student Academic Follow Up"
- Type the student's first name, last name, email, OR student ID. (You do not have to type in all of the different boxes, based on the information you have. For example, you can type only the student's first name and all of the students with



that first name will come up).

**To search for all the students in a specific language:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Next to the drop down menu next to “select language” select the language of the students whom you want to search.
- Automatically, the system will show all of the students who speak the particular language you selected.

**To search for all the students in a specific phase:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Next to the drop down menu next to “select phase” select the current phase of the students whom you want to search.
- Automatically, the system will show all of the students who are currently doing the particular phase you selected.

**To search for all the students who are active/inactive:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Next to the drop down menu next to “active/inactive” select the action of the students whom you want to search.
- Automatically, the system will show all of the students who are currently active/inactive in the action you selected.

**To search for all of the students with a specific letter:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Select the letter whom you want to search.
- Automatically, the system will show all of the students with the first name letter that you have selected.

## **Interacting with the students**

**To log in a student’s section:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Search for the student whom you wish to log in his/her student section. (Follow the steps above in guidance to look for a student)
- Click on the link “Login” that is located in the seventh row next to the student’s email.
- A new window will come up
- You have entered the student’s online section.

**To send a student a comment:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Search for the student whom you wish to send the message (Follow the steps above in guidance to search for a student).
- Click on the link “send” under the comments column.
- Enter the Topic in the first box.
- In the middle of the page type the message.



- If you would like to send an attachment to the student, browse your computer and look for the file by clicking on “Browse”.
- Select the file that you would like to send the student.
- Click “Open”.
- When you are ready to send the message click “Post Message”

**To send a student comment that comes from student services:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Search for the student whom you wish to send the message (Follow the steps above in guidance to search for a student).
- Click on the link “servcs” under the comments column.
- Enter the topic in the first box.
- In the middle of the page type the message.
- If you would like to send an attachment to the student, browse your computer and look for the file by clicking on “Browse”.
- Select the file that you would like to send the student.
- Click “Open”.
- When you are ready to send the message click “Post Message”

**To view all the comments that have been sent to the student:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Search for the student whom you wish to send see the messages (Follow the steps above in guidance to search for a student).
- Click on the link “file” under the comments column.
- You will see a list of all the comments that have been sent to the student.
- To view a specific comment, click on the blue link under each comment.
- You will see the message that you have selected.

**AIU Groups:**

- There are ways to set up groups for the student to chat with other students, administrators, or advisors to discuss a topic. We do not encourage you to use this feature because we are afraid it might not be used correctly. However, you can set up a group by clicking on “add new group” and selecting the participants.

## **Transcripts**

**To view or edit a student’s transcript:**

- Log in your advisor section
- Click on the link “Student Academic Follow Up”
- Search for the student whom you wish to edit the transcript (Follow the steps above in guidance to search for a student).
- Under the “Transcr” column, click “Edit”
- The transcript will come up in the screen.

**Editing transcripts:**

- **1. To change the basis of the transfer** (basis of the transfer is a list of institutions where the student has studied or worked in the past, for more information go to page 80 of this manual):
  - When you see the student’s transcript, by following the steps above, click





- on the link “edit” that is underneath the blue heading next to “Transcript of”
- Look for the “Basis of the Transfer” box.
  - Next to the “Basis of the Transfer” type in the institutions where the student worked or studied. (This information should be in the student’s portfolio, resume, or autobiography).
  - When you are done click “update”.
  - You will see the transcript again with the changes you have made.
- **2. To change the name of the student in the transcript:**
    - When you see the student’s transcript by following the steps above, click on the link “edit” that is underneath the blue heading next to “Transcript of”
    - Look for the first name, mid name, or last name box
    - Type in the changes that you wanted to make next to the name.
    - When you are done click “update”
    - This change will be reflected on the transcript.
  - **3. To change any other headings** follow the same steps.
  - **4. To change the student’s courses’ names, credits, grade, or points done at AIU:**
    - When you see the student’s transcript, by following the steps above, click on the link “edit” that is next to “term one” (it is important you select the correct “edit” link as the other links will take you to the transfer courses or to edit the top part of the transcript.)
    - **To change the name of the courses:**
      - When you see the transcript and you want to change the name of the course click “edit” next to the course name.
      - Type the new course name
      - Click “ok”
      - You will see the new course name come up.
    - **To change the code of a specific course:**
      - The codes are located on the second column underneath “code”.
      - Erase the old course code that you would like to change.
      - Type in the new code
      - Click update
      - The transcript will contain the code that you wanted to change.
      - NOTE\*\* If you change the course code and then decide to change the course name, the code will be erased and the old code will appear.
    - **To change the credits assigned to a course:**
      - The credit hours are on one row.
      - Click on “edit” next to the credits row.
      - Select the number of credits you would like to change.
      - Click “ok”
      - On the next screen the number of credits have been changed.
      - NOTE\*\* If you change the course credits and then decide to change the course name, the credits will be erased and the old ones will appear.
    - **To delete a course:**
      - It is not advisable to delete a course, please make sure that the course needs



- to be deleted.
- If a course is deleted, there is no way to undo the action.
- The delete action is on one of the last rows.
- Simply click on delete.
- The delete course will not come up on the transcript anymore.
- **Transfer credits:**
- Please [click here](#) to see the policy to transfer credits.
- **5. To transfer credits, based on academic performance**, once you know those credits can be transferred to AIU, when you see the student's transcript, by following the steps above, click on the link "edit" underneath "code" in the middle of the page. Meaning, when you see basis for the transfer, underneath you will see transfer credits, code, and "edit".
  - Click on "edit"
  - Click on "assign a new transfer course".
    - You can either, select a course from the drop down menu, or add a new transfer course.
  - If you want to select a course from the drop down menu, simply select the course.
    - If you want to add a new course click on "add a new transfer course", type the course code from the school where the transcript is from and the course name, then click "add course".
  - When you have added the course, the newly created course will be the first one on the list from the drop down menu that says "[Select a course]?"
  - Select the course.
  - Type in the credit hours. Please refer to page 81 to determine the credit hours.
  - Type in the grade. Please refer to page 81 to determine the grade.
  - Type in the points. Please refer to page 81 to determine the points.
  - If you need to add another course, follow the same steps.
- **6. To assign transfer credits based on experience**, once you know those credits can be transferred to AIU, when you see the student's transcript, by following the steps above, click on the link "edit" that is underneath the blue heading next to "Transcript of".
  - The eighth row says transfer credits.
  - Next to "transfer credits" type in the number of credits the student has earned based on experience.
  - Please refer to page 81 for an explanation of transfer credits policy.

## Grading Students' Assignments

For more information on the students' assignments please go to page 80.

- Log in your advisor section
- Click the link "Comments and Assignments from Students"
- You will see a list of assignments that the students have submitted.



- On the row “Topic”, select the assignment that you would like to grade.
- Scroll down and underneath “To review assignment documents, please follow link below” you will see a link.
- Select the link.
- View the document that the student has submitted by clicking on the link.
- Read and review the assignment.
- Go back to the page where you opened the document.
- Select on “Grade this Assignment”
- Select the grade from the drop down menu that says “---Please select grade---”
- Enter credit hours (For more information on the credit hours go to page 80).
- Enter your pin code
- Click on submit
- Make sure the grade is correct.
- Delete the message on the section.

### **Additional Resources**

There are additional resources in the Program link. There are courses information, documents, and templates.

- **To access this information:**
- Log in your advisor section.
- Click on the link “Program”.
- You will see a list of all of AIU’s programs.
- Select the “courses” link and you will see a list of AIU’s courses per program.
- Select the “documents” link and you will see the explanation of the different documents.
  - If you want to download an explanation of a specific course, once you are in this section, select the phase of the course that you want to reach on the top left corner next to the “Select Phase” scroll down menu.
  - Look for the course that you would want to see.
  - Scroll to the left and you will see a link that says “download”. When you click “download” you will be downloading the file of the directions to fulfill the requirements for the desired course.
- Select “templates” to see and use templates for: welcome letter phase I, registrar letter, login information email, payment due email, assignment due email, phase II welcome email, phase III welcome email, and phase IV welcome email.

### **To access the online library**

- Log in your advisor section.
- Click on the link “AIU Library”
- Click on the Library link

### **To access additional student resources**

- Log in your advisor section
- Click on the link “AIU Library”
- Click on the link “Student Resources/Recursos en Linea”
- Select the language in which you want the information.
- You will also find different resources which include: the **online library**; documents that you can use as **assignments**; **videoconferences** for the different phases and assignments; **documents** which include the explanation of all of the assignments, the student handbook, important AIU recommendations, instructions



to access the online student resources and library, a manual of procedure to use the electronic student section, procedures to submit academic assignments to AIU, an example of assignments' cover page, important supporting documents, and important links; **courses** which are AIU created courses as well as free online courses that the students can use to further their growth.

## HOW TO USE THE STUDENT SECTION

### To Log in:

- Log on to [www.aiu.edu](http://www.aiu.edu)
- On the left side corner log in as a student
- Type in your username
- Type in your password

### To submit an assignment

- Log in your student section
- Click on the link "submit an assignment" on the top of the screen.
- A window will open up with the following message "good, let me help you submit your assignment to AIU" – click "click here to continue"
- Confirm that the assignment is saved as a word, excel, powerpoint, or pdf file, if it is not saved in those formats, you will not be able to submit the assignment.
- Once you have confirmed your assignment is saved in those formats, click "yes" to continue.
- Next, if your assignment is already on the course list look for the link "submit" next to the name of the assignment that you want to send.
  - Browse in you computer to search for the file that you want to send making sure the file corresponds with the assignment that you want to upload.
  - Click "submit"
  - To verify that your assignment has been uploaded go to "Academic Information" on the left side of the screen.
  - Click on calendar of assignment
  - In the middle of the page select the phase that the assignment corresponds to.
  - If the assignment is there, then you have successfully uploaded the assignment, if not, then you must upload it again.
  - If you are in doubt, student services will send you an email every time you upload an assignment
- If the assignment is not on the course list click on "if not, please click here to schedule the course".
- Select the course from the drop down menu, if the course is not listed, then click underneath the drop down menu to program your course.
- Fill out the form that will open up, you will need to add the course title, course objective, course description, activities to carry out the plan, source of data, bibliography, the phase that corresponds with the assignment, and click update.
- Automatically, the course will be selected in the drop down menu.
- Enter the submission date and click on the link to continue.
- Select the phase from the drop down menu and click to continue.
- The new screen will open up the list of your assigned courses. Look at the bottom



- to submit the newly created course and click on “submit”
- Browse in you computer to search for the file that you want to send making sure the file corresponds with the assignment that you want to upload.
- Click “submit”
- To verify that your assignment has been uploaded go to “Communications/Assignments” on the left side of the screen.
- Click on “comments from the student”.
- If the assignment is there, then you have successfully uploaded the assignment, if not, then you must upload it again.
- If you are in doubt, student services will send you an email every time you upload an assignment

**To add courses into your curricula:**

- Log in your student section.
- Click “add courses into Curriculum” on the top part of your screen.
- A new window will open up.
- Click to add a new course or view all courses.
- If you want to add a course, fill out the information of the course and click update.
- You have added the new course.
- To view all courses, click view all courses and you will see a list of all of the courses that you have added.

**To edit your personal information:**

- Log in your student section.
- Click “Edit your personal info” on the top part of the screen.
- To view your information click on “view your personal information”.
- To make changes to your information click on “make changes to your information”
- A new window will open, edit your information and click “update” on the bottom of the screen.
- To view your resume click “view your resume”.
- If you have not uploaded your resume paste all or part of your resume in the new window.
- To view your enrollment information click “view your enrollment application”
- A new window will open up showing your enrollment application.

**To edit your credit card information:**

- Log in your student section.
- Click on “edit your credit card information”
- Fill out the form in the new window.
- Click “confirm”

**To make a payment:**

- Log in your student section.
- Click “ Make a Payment” on the top screen.
- Select the option “make a payment” on the new window.
- Fill out the form with your credit card information.
- Click submit and verify your information is correct.
- You can also view payment history by clicking on “View payment history”.





- A new window will open up with all of your payments.
- You can also view the payment plan by clicking “view payment plan”.
- A new window will open up and show you the payment plan.
- You can also edit your card information by clicking “edit credit card info”.
- Fill out the form that will open in a new window and click “confirm”.

### Payment Plan

- Current Payment Plan: Your payment history and payment plan will be shown. Your balance will also be available for you.
- Credit Card Info: You will see your credit card information, you can edit this information at any time.
- Western Union/Money Gram: You will see the Western Union/Money Gram Form to make a payment.
- Wire Transfer Form: You will see the Wire Transfer Form to make a payment.

### To access the online library:

- Log in your student section.
- Click on access the online library on the top part of the screen.
- If you already know how to search for information click “go to online library”.
- If you would like to view a videoconference to see how to use the library click on the second link, “view video on how to use the online library” and when you are ready search in the online library.

### To access the online library directly:

- Log in your student section.
- Click on “AIU Online Library”.
- To see the student resources click on “student resources/recursos en linea”.
- Select the language in which you want the information.
- You will also find different resources which include: the **online library**; documents that you can use as **assignments**; **videoconferences** for the different phases and assignments; **documents** which include the explanation of all of the assignments, the student handbook, important AIU recommendations, instructions to access the online student resources and library, a manual of procedure to use the electronic student section, procedures to submit academic assignments to AIU, an example of assignments’ cover page, important supporting documents, and important links; **courses** which are AIU created courses as well as free online courses that the students can use to further their growth.
- To access the online library click on the link “library”
- The DATABASE called Wilson Select Plus is no longer an option within the online library; there are still many academic resources available to the student there. If you wish to browse the Wilson Select Plus option you must go to the following link: <http://vnweb.hwwilsonweb.com/hww/jumpstart.jhtml>
- The log in information is:  
Username: BCG22  
Password: UNHI212755
- This will give you access to additional resources for the curriculum design and the development of the courses. Please remember to “Copy” and “Paste” the username and password to ensure access to the page. Remember we encourage



the students to use outside sources as well.

**There are different links on the left side of the screen: Personal Information**

- Personal Information: lists your information such as name, phone number, email, address, program name, degree seeking, major, etc.
- Calendar: shows a monthly calendar. If you click on one day you can add an event by clicking on the link “add event”, then type the subject and description and submit to create the event.
- Transcript: shows the student’s transcript.
- AIU Online Library: takes you to the library resources page. Click on “Library” once you reach that page.
- Request ID Card: shows the student’s AIU identification card.

**Document Management**

- All the documents that explain the courses are located in this area separated by their respective phases.

**Academic Information**

- Curriculum Proposal: lists the courses the student has already uploaded as well as the courses that have not been uploaded but are added to the course list. The student can add a new course by clicking on “add a new course” and editing course’s information. Once it is ready, click on “update”.
- Calendar of assignments: lists the courses that have been uploaded by the date of submission or phases. To schedule a new course, the student can click on “schedule your next course” and choosing from the drop down menu the course, then adding a description and the submission date as well as the date. Once it has been done, click submit. When it has been done, a new course has been scheduled, but an assignment has not been uploaded until one clicks “submit”.
- **Verify your assignment via turn-it-in:** This is a very useful tool to verify that the assignments have not been plagiarized. Simply click the link, click “upload your assignment and click [Submit]. Select your assignment and click “open”. Click on the box “submit”. Your score will be displayed below. A good score is a score close to zero.
- Phase I Assignment: All of your Phase I assignments will be shown.
- Phase II Assignment: All of your Phase II assignments will be shown.

**To send a comment to your advisor:**

- Log in your student section.
- Click “send a comment to your advisor on the top part of the screen.
- Click on the first link “send a new comment”
- Enter the topic or subject of your comment and click on the “click here to continue link”.
- Next, type your comment in the new window and click on the “click here to continue link”.
- If you would like to add an attachment look for the “yes” option in the scroll down menu, browse through your computer to attach the file, and click open.
- If you would not like to add an attachment, look for the “no” option in the scroll down menu.



- Click on the link “click here to continue” and your message will be sent.

**Comments from the Academic Department:**

- Comments from the Academic Department: All of your communications from the academic department will be shown.
- Comments from the Advisor: All of your communications with the academic advisor will be shown.
- Comments from the Student: All of the communications and assignments that you have sent will be shown.
- Add New Comments: If you would like to send a comment to the academic department you can enter the topic and comment in the new page.

**Optional Courses, Topics:**

- Optional Courses, Topics: There are optional courses that you can include in your Academic Curriculum or Course List. You will find a list of topics that might be of interest to you, the topics are all separated by the different schools.
- Submit Testimonial: If you have made an important accomplishment we want to hear about it. If you would like to share your experience in a special event, published any articles, books, or commentaries, you can share your accomplishments with AIU students.

**To search for optional courses:**

- Log in your student section.
- Click on “Optional courses, topics”.
- Optional Courses, Topics: There are optional courses that you can include in your Academic Curriculum or Course List. You will find a list of topics that might be of interest to you, the topics are all separated by the different schools.

**AIU Groups**

- AIU Groups: You will see a list of groups that your advisor has made for you. They are made to chat with other students, administrators, or your advisor.

**Links at the Top of the Screen:** Those links are AIU’s information. You can use them for development, access the online library, enter the press room, find out AIU’s accreditation, find out alumni information, look for AIU’s programs, understand distance learning, find out admissions information, look for online courses, and find out about AIU.



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