

Phase II – Instructions & Templates

- **Remember as tutors, we are a tools for the student to progress but NOT a crutch meaning, we help guide the student to become autonomous. That is the concept of andragogy, help guide the student to become self-sufficient and reach their goals!**

- **Number of Courses in their curriculum design:**

To calculate the number of courses a student will have to complete, you have to know how many credits they were awarded in phase I, remember the credits structure is:

Bachelors 120 credits

Masters 30-40 credits

Doctorate 50-60 credits

For example if a Bachelors student received 84 credits in phase I, they need to complete 36 credits in the rest of their program (120-84). This means that $36/3$ (credits awarded per course) = 12 courses in their curriculum design.

- **Curriculum Design and Developed courses**

Their curriculum design MUST include all courses in one file, they cannot send them one by one. Once this is approved, they must begin to develop each course with investigation and the activities they proposed. These developed courses must be programmed by the student, since no two students have the same curriculum design. They will find instructions in their student section under Phase II Documents

- **Phase II Seminars are Optional**

We highly encourage students to complete them, since the multidisciplinary books help broaden their knowledge, but since we do not have the books available, they are optional. We do have videoconferences they can use, to develop these if they wish.

Phase II Template, with overview of assignments (personalize the sections in red)

Dear <\$\$student_first_name\$\$>,

I am so glad to see you have successfully completed your first phase. Now you are ready for phase II, in phase II you will find:

- **Seminars (Optional):** These seminars are based on several multi-disciplinary books that AIU has chosen. These seminars are optional because we do not have the books available, but you will find videoconferences completed by our academic advisors about each book.
- **Bibliography (Required):** The bibliography is simply a listing of 20 academic sources that will be helpful once we work on your curriculum design. I am attaching an example to help guide you. For the bibliography you have access to the online library and you can use outside sources like <http://www.scholar.google.com> and www.books.google.com
- **Curriculum Design (Required):** This is your proposal of the courses within your major that you will develop as coursework. To reach the number of credits needed your proposal will need to include **???**courses in your field of **(insert their major)**. When developing your curriculum design its important to remember:
 - o Under objective... write your personal objective for studying the course.
 - o Under description... write the details of the course content. Just one page.
 - o Under activities... describe the type of assignment you will do. For examples, 15-page essay, 15 pages of multiple choice questions in essay format, powerpoint presentation...
 - o Under source of data... just write the source you found the course content. If you developed the course, just say self-developed.
 - o Under bibliography... Just include the main 1 to 3 books in your course. You will put the full bibliography at the end of your assignment.
- **Develop Each Course (Required):** Once your curriculum design is approved you will begin to develop the coursework with investigation. You will use the AIU Supplement as your guide.

You can view additional optional courses at <http://www.aiu.edu/OnlineCourses.html> and open courses at <http://www.ocwconsortium.org/> or at <http://ocw.mit.edu/index.htm>. . Remember in phase II the goal is to submit at least one assignment a month.

I am attaching some guides to help you with phase II. I know that with your continual hard work and dedication you will be successful in your program with AIU.

Your Tutor

Your name Here

Template for students that do not understand Andragogy and its benefits

As you know we are based on the andragogy method which is self-learning, because we believe you as student know what you need to take and what interest you. Therefore each students curriculum is unique because no two students are alike. That means you have the liberty to picking courses from any college, university, etc and adapt them to our system. You can view our optional courses at

<http://www.aiu.edu/OnlineCourses.html> and open courses at <http://www.ocwconsortium.org/> or at <http://ocw.mit.edu/index.htm> .

To watch the videoconference we have prepared for you, in order to give you more information about this important course, please click on this link

<http://csaiu2.atnova.com/ Conferencias/0000012ConferenceAIU-F3F2B170698868FE4AD03237969F0F3EA7D1C19C/conferencia.htm?emisiondirecto=false> or copy it into your internet browser. Both myself and your advisor are here to help you and you have access to the online library to provide you the academic sources you need to succeed.

Template for How to Develop an Essay

Congratulations on your curriculum design being approved, now you can begin to develop your courses. The key points to remember when developing your essays are:

1. Cite your Sources: if you use work from other authors give them credit in the text and bibliography. I am attaching the supplement to help you. You can see clear examples also on <http://owl.english.purdue.edu/owl/resource/560/01/>
2. Make it your Own: your advisor wants to make sure you know about a subject, so make sure most of the analysis and content is your own.
3. Structure: With any essay, you want to include your introduction, letting your reader know what you will be talking about. The body, where you include evidence, analysis and key points of the subject. Finally, the conclusion, where you summarize the key points you address.
4. Spell Check and grammar: be sure to check this. At a university level you are expected to have flawless papers, there are several tools you can use like Microsoft spell check and <http://www.spellchecker.net/grammar/>

Remember you also count with the TurnItIn tool in your student section. Remember to utilize the supplement and Dr. Franklin Valcin's bibliography guide to complete your assignments.

We hope these guides and pointers facilitate your studies and help you advance in your academic program with AIU. Please remember that you must submit at least one assignment a month to maintain your "Academically Active" status.