

## HOW TO SUBMIT MANDATORY ASSIGNMENTS

Dear NAME, The steps to send your mandatory assignments are: 1. Click on "Calendar of Assignment", click on "Schedule your next course". Select the assignment in the case "Select Course", post the date in "Submission Date" (dd/mm/yy), select the phase you're in and click on "Submit". When the assignment appears, click on the option "Submit". In the next window, click on "Browse" to locate the file you're about to send and double click on it. Finally, click on "Submit".

Best regards,  
NAME  
Academic Tutor

## HOW TO SEND OPTIONAL ESSAYS AND COURSE WORKS

Dear NAME, The steps to send your course works and optional assignments are: Below the option "Academic Information", Click on "Curriculum Proposal"; click on "Add New Assignment"; fill in the boxes with the appropriate information about the course (*from the title of the course* to the phase); click on "Update"; verify the course has been added in "Curriculum Proposal". Now, also below the option "Academic Information", click on "Calendar of Assignment", click on "Schedule your next course". Select the assignment in the case "Select Course", post the date in "Submission Date" (dd/mm/yy), select the phase you're in and click on "Submit". When the assignment appears, click on the option "Submit". In the next window, click on "Browse" to locate the file you're about to send and double click on it. Finally, click on "Submit".

We'll be waiting for your work.

Best regards,  
NAME  
Academic Tutor

## EXPLANATION OF TRANSCRIPT

Dear NAME, The letter in your transcript means the grade, with the following scale: A=4, B=3, C=2, D=1, and F=0 points. The number corresponds on the credits that each assignment is worth. The number of points of the grade must be multiplied by the amount of credits. Each one of these results should be added and you must divide the total between the amount of evaluated assignments to obtain the average (GPA), being the higher of 4.

Best regards,  
NAME  
Academic Tutor

## LIBRARY

Dear ,

Using and finding E-books from Atlantic International University's online library is very easy. There are now more than 43,000 books in our library.

First Login to your student section and go to the AIU online Library:

- 1) Change the search type to "Advanced Search" (This option can be found above the search area, it is set to "Basic Search" by default so you will need to change it).
- 2) For "Search in database", select "Ebooks"
- 3) For "Limit availability to: Library Code", enter **AIU's library code: FL7N5**

With the above search filters, all your results will be of books available in full text from Atlantic International University's online library.

This link is an updated tutorial of how to use the online library, <http://www.aiu.edu/onlinelibeng.html>, please take a few minutes to watch it.

Please note that now you can access Wilson Select Plus directly from your student page. Simply click on the "AIU Online Library" icon on your student page. We hope this facilitates your research.

Best regards,  
NAME  
Academic Tutor

### **TO VIEW THE VIDEOS**

Dear NAME, to watch the videos, you must have the latest version of Flash Player and use Internet Explorer. If you use Mozilla, Safari, or Chrome, you won't be able to watch them. We hope this info is useful.

Best regards,  
NAME  
Academic Tutor

### **DOWNLOAD ADOBE READER**

Dear NAME: please remember that, in order to open the files with the instructions, you must have Acrobat Reader, which can be downloaded free of charge and without risk at:

<http://www.aiu.edu/online/Student%20Handbook.asp>

Best regards,  
NAME  
Academic Tutor

### **1<sup>ST</sup> PHASE**

#### **AUTOBIOGRAPHY EXPLANATION**

Dear NAME, Reviewing your life, achieves a contact with all the events, struggles, successes, and failures in your life. Those experiences have taken you to where you are now and direct you towards where you would want to be in the future.

Complete the autobiography on a blank page. Review the events, the people who have influenced you, the institutions where you studied or worked, and key stages that left some important track. Include key stages that impacted you and consider the basis of the prospective of your integral curriculum. Incorporate everything that you consider necessary so that the stated prospective is fulfilled. Divide your retrospective experiences, your current experiences, and your prospective goals. Write at least two (2) pages to earn 1 credit.

Best regards,  
NAME  
Academic Tutor

#### **COMPREHENSIVE RESUME EXPLANATION**

Dear NAME, The resume provides a clear image of your academic, work, and experiential experiences. It was designed specifically to help you widen the scope of your life by focusing on your future and developing milestones of success on the basis of your strengths and developmental areas.

The comprehensive resume is divided into three sets of experiences: academic, work, and experiential field.

It will have to be filled using the PDF format available in your student section, which will allow you to type in the necessary information.

Do not put the same experience in more than one section; choose carefully which one is more suitable.

Complete each section even if you think it is irrelevant.

When there is nothing to add in a section, write N/A (non-applicable).

In case of not remembering hours of preparation or instruction, write an approximate time, giving the advisor the opportunity to evaluate the experience in terms of dedication.

Indicate in the last column if the documentation is included in the Portfolio with an "X".

The retrospective information refers to the past, the present information refers to the last 6 months until today, and the prospective is for the future.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION QUESTIONNAIRE**

Dear NAME, in your student section, below "Document Management", please click on "Phase I Documents ". Click on "Questionnaire Current Level" to download the Questionnaire, and click on "Course Academic Evaluation" to download the "Format for the Academic Evaluation (Questionnaire)", which you have to save in order to send it through the Calendar of Assignment.

Best regards,  
NAME  
Academic Tutor

### **EXPL. INTEGRATION CHART**

Dear NAME, please fill in only the last column of the format. In this section you must research if needed, the job prospects in your field of study. The objective of this course is the identification of sub-specialties within your field to enable you to direct and structure your curricula, in order to prepare you for that specific job description.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION PORTFOLIO**

Dear NAME, Please scan the 5 most important supporting documents you have, including your XXX Diploma, and send them through the Calendar of Assignment under the option of Portfolio.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION GUARANTEE**

Dear NAME, please fill in all the cells according to your own goals for each field.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION SELF-EV MATRIX**

Dear NAME, You must complete each row accordingly to the abilities that best fit you and that you believe are of great importance in the field of your interest. Please have three co-workers evaluate you in these abilities chosen. It is important for you to provide us with their contact information such as e-mail and phone number. This evaluation must be scored this way: 1= I need to improve, 2=more or less, 3=good, 4=very good, and 5=excellent. Please also provide your own self-evaluation.

Best regards,  
NAME

Academic Tutor

### **EXPLANATION PHILOSOPHY OF EDUCATION**

Dear NAME, With your goals in mind and informed by your past successes and failures, compose an essay that sets forth your philosophy of education. How you plan on utilizing this program to provide yourself with an educational experience that will enhance your ability to achieve self established goals with greater facility than a traditional education setting might provide. Does the paradigm of Distance Learning as practiced at AIU, provide you with learning abilities that extend to other areas of your life? Will establishing and meeting your own goals advance your learning ability to a greater extent than meeting the goals established by others?

Best regards,  
NAME  
Academic Tutor

### **PHASE ONE COMPLETED**

Dear NAME, We congratulate you on having completed the first phase of your Academic Program and we inform you that Phase II has been activated. In your student section, by clicking on "Phase II Documents", under the option "Document Management", you will find the instructions.

Please remember you have 2 weeks to submit each one of the following assignments, in this order: Curriculum Design, Bibliography, and 4 Essays. Once the Curriculum Design is approved, you will have to submit the course works approved by your advisor, every 4 weeks.

We are aware that AIU does not provide all the books for the essays at our online library, and this is why we ask students to either search for them at a local library or purchase online if necessary. However, you will find at the online library (by clicking on: Student Resources) the videoconferences for you to prepare the essays.

If you prefer, you can replace the 4 essays with 3 courses.

The Curriculum Design is the exposition of the courses the student will complete. It must reflect a careful study of what you want to accomplish or learn. This must be a guide for what you'll achieve and learn through the approach of Andragogy. Fortunately, in this system you are able to design your own curriculum according to your academic and professional goals. You have the opportunity to include the areas that require update, complementation, and/or learning, to reach the objectives you have proposed in the first phase of studies.

It is recommended to take a look at different universities' sites, to see the courses available, for you to choose those that are most appropriate, according to your objectives. You can also add optional courses available in your student page.

In the first column, you have to state the objectives per each course. In the column "Course Description" you have to explain the subject and develop a tentative index per each course. In the column "Activities to carry out the plan", you should describe what you will do to develop each course, for example, bibliographic research, interviews, etc. In "Source of Data" please specify the university from which you took the information of each course. Finally, in the "Bibliography" column, you should make a list of at least 3 resources (books, articles, websites or institutions specialized in your area) where you can research for the development of each subject, although this list may be modified during the research process.

You can find the format designed for this purpose, and the sample, in the Student Handbook. Don't forget to include all the courses in a single file, adding as many sheets as necessary.

We wish you success in this new stage.

Best regards,  
NAME  
Academic Tutor

### **MOST IMPORTANT ASSIGNMENTS OF PHASE ONE COMPLETED**

Dear NAME, We inform you that Phase II has been activated, since you have submitted the most important assignments of Phase I. Please remember you will have to propose 2 more courses in order to replace the credits you didn't earn in the first phase. On the other hand, in your student section, by clicking on "Phase II Documents", under the option "Document Management", you will find the instructions.

Also remember you have 2 weeks to submit each one of the following assignments, in this order: Curriculum Design, Bibliography, and 4 Essays. Once the Curriculum Design is approved, you will have to submit the course works approved by your advisor, every 4 weeks.

We are aware that AIU does not provide all the books for the essays at our online library, and this is why we ask students to either search for them at a local library or purchase online if necessary. However, you will find at the online library (by clicking on: Student Resources) the videoconferences for you to prepare the essays.

If you prefer, you can replace the 4 essays with 3 courses.

Please start working on the Curriculum Design is the exposition of the courses the student will complete. It must reflect a careful study of what you want to accomplish or learn. This must be a guide for what you'll achieve and learn through the approach of Andragogy. Fortunately, in this system you are able to design your own curriculum according to your academic and professional goals. You have the opportunity to include the areas that require update, complementation, and/or learning, to reach the objectives you have proposed in the first phase of studies.

It is recommended to take a look at different universities' sites, to see the courses available, for you to choose those that are most appropriate, according to your objectives. You can also add optional courses available in your student page.

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You can find the format designed for this purpose, and the sample, in your student section. Don't forget to include all the courses in a single file, adding as many sheets as necessary.

We wish you success in this new stage.

Best regards,  
NAME  
Academic Tutor

#### **FREE DOWNLOAD OF ACROBAT READER**

Dear NAME, there is a free download of Acrobat Reader at: <http://www.adobe.com/products/acrobat/readstep2.html?promoid=BUIGO> for you to be able to access the Student Handbook and other materials.

Best regards,  
NAME  
Academic Tutor

## **2<sup>ND</sup> PHASE**

### **EXPL BIBLIO**

Dear NAME, For the Bibliography assignment, you should make a list in a Word file, of at least 20 resources (books, articles, journals, specialized websites, etc.), that you consider essential in your field of study, and send it through the Calendar of Assignments.

Best regards,  
NAME  
Academic Tutor

### **NO BOOKS FOR MANDATORY ESSAYS**

Dear NAME, We are aware that AIU does not provide all the books for the essays at our online library, and this is why we ask students to either search for them at a local library or purchase online if necessary. However, you will find at the online library (by clicking on: Student Resources) the videoconferences for you to prepare the essays.

If you prefer, you can replace the 4 essays with 3 courses.

Best regards,  
NAME  
Academic Tutor

### **NO BOOKS FOR SALE**

Dear NAME, AIU is not authorized to sell or distribute books in anyway. Therefore, we recommend that you do the best you can, working with the videoconferences. To watch the videos, you must have the latest version of Flash Player and use Internet Explorer. If you use Mozilla, Safari, or Chrome, you won't be able to watch them.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION ESSAYS**

Dear NAME, Please remember the academic essay length is of 10 to 15 pages long. More than a book summary, it allows the presentation of the student's own views. It requires an introduction, body paragraphs (main ideas, supporting points, description/explanation/discussion), and a conclusion, bringing closure to the reader, summing up your points and providing a final perspective on your topic. You'll find in the Student Handbook, a guide to write an essay that we hope it's useful.

Best regards,  
NAME  
Academic Tutor

### **APA CITATION STYLE**

<http://www.library.cornell.edu/resrch/citmanage/apa>

### **IN-TEXT CITATIONS**

<http://owl.english.purdue.edu/owl/resource/560/02/>

### **EXPLANATION CURRICULUM DESIGN**

Dear NAME, The Curriculum Design is the exposition of all the courses the student wishes to complete. It must reflect a careful study of what you want to accomplish or learn. This must be a guide for what you'll achieve and learn through the approach of Andragogy. Fortunately, in this system you are able to design your own curriculum according to your academic and professional goals. You have the opportunity to include the areas that require update, complementation, and/or learning, to reach the objectives you have proposed in the first phase of studies.

It is recommended to take a look at different universities' sites, to see the courses available, for you to choose those that are most appropriate, according to your objectives.

You can find the format designed for this purpose, and the sample, in the Student Handbook. Don't forget to include all the courses in a single file, adding as many sheets as necessary.

In the first column, you have to state the objectives per each course. In the column "Course Description" you have to explain the subject and develop a tentative index per each course. In the column "Activities to carry out the plan", you should describe what you will do to develop each course, for example, bibliographic research, interviews, etc. In "Source of Data" please specify the university from which you took the information of each course. Finally, in the "Bibliography" column, you should make a list of at least 3 resources (books, articles, websites or institutions specialized in your area) where you can research for the development of each subject, although this list may be modified during the research process.

We'll be waiting for your assignment.

Best regards,  
NAME  
Academic Tutor

### **EXPLANATION TURNITIN**

Dear NAME, the "TurnItIn" program is available in your student section (below the option "Academic Information", by clicking on "Verify your assignment via TurnItIn"). It is a plagiarism detection tool which allows you to detect full texts taken from other sources, before sending your work. This will allow you to use references and quotations correctly.

Best regards,  
NAME  
Academic Tutor

### **OPTIONAL COURSES**

Dear NAME,

Once you finish the optional course, you must write the work according to the instructions provided in the link below (also available in the Student Handbook).

The steps to send your course works and optional courses are: Click on "Curriculum Proposal"; click on "Add New Assignment"; fill in the boxes with the appropriate information about the course (from **its title** to the phase); click on "Update"; verify the course has been added in "Curriculum Proposal". Now, click on "Calendar of Assignment", click on "Schedule your next course". Select the assignment in the case "Select Course", post the date in "Submission Date" (dd/mm/yy), select the phase you're in and click on "Submit". When the assignment appears, click on the option "Submit". In the next window, click on "Browse" to locate the file you're about to send and double click on it. Finally, click on "Submit".

We'll be waiting for your assignments.

Best regards,  
NAME  
Academic Tutor

### **COURSES OR DIPLOMAS TAKEN AT DIFFERENT EDUCATIONAL INSTITUTIONS**

Dear NAME,

Credits may be granted for courses you've taken at another educational institution if they belong to the same area of your studies at AIU.

You must enlist the course in the option "Curriculum Design" in your student page, as any other and submit the scanned proof. Please specify the contents and the hours.

Best regards,  
NAME  
Academic Tutor

## **PROJECTS**

Dear NAME, Academic credits may be awarded, based on projects that you've made in your field of study. You must write a document, stating the project objectives, methodology, results, your specific involvement, date, and institution or company for which you made this project. Preferably, you must submit projects developed within the last two years, but if they had been made before, you must include the update, too.

The steps to send your projects are: Click on "Curriculum Proposal"; click on "Add New Assignment"; fill in the boxes with the appropriate information about the course (from **its title** to the phase); click on "Update"; verify the course has been added in "Curriculum Proposal". Now, click on "Calendar of Assignment", click on "Schedule your next course". Select the assignment in the case "Select Course", post the date in "Submission Date" (dd/mm/yy), select the phase you're in and click on "Submit". When the assignment appears, click on the option "Submit". In the next window, click on "Browse" to locate the file you're about to send and double click on it. Finally, click on "Submit".

We look forward to your next assignments.

Best regards,  
NAME  
Academic Tutor

## **PHASE III**

### **EXPL. THESIS PROPOSAL**

Dear NAME, Phase III has been activated for you to start working on your thesis proposal, which must be a guide for what you'll achieve through the approach of Andragogy. It must be simple and consists in structuring a practical work design and listing the activities in order to gather, analyze, and structure information to finally write your thesis, which should not be complicated.

Please prepare the proposal according to this structure:

- a) The subject of study (title);
- b) The purposes and objectives of your study (in one sentence), in order to answer the following questions: What do I intend to analyze with the topic I selected?, what is the use, for myself or for others, of the topic I selected? (Example: I will analyze xxx with the purpose of xxx);
- c) The theoretical framework or what is already known on the subject: make a list of general topics that you will analyze and those you think you should investigate further to develop your thesis;
- d) The problem statement or the questions you intend to answer: this serves you so you can focus your work towards your goals; the questions will help you to know what information you should collect. It is necessary to locate your study in time, in geographical, political, and social patterns (it may be one or more questions, written in a very precise way);
- e) The activities and resources to consult: make a list of activities conducted to gather and review the required information and texts on your subject;
- f) Time table: it is used to organize time and priorities for actions to be taken, you should specify the time to gather information, the hours that you will devote to read the material, the hours to analyze and systematize the information and to draft the chapters of the thesis, and to make corrections.

It is expected to receive your proposal in 10 days. Please don't forget to include the scheduled delivery date of your final thesis (60 to 90 days maximum).

Best regards,  
NAME  
Academic Tutor



**PAYMENT REQUIRED**

Dear NAME, We ask you to urgently contact the Finance Department (finance@aiu.edu) because you have 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. We are expecting to receive a payment from you this week.

Best regards,  
NAME  
Academic Tutor

**ERRORS IN THE STUDENT'S SECTION**

Dear NAME, Please report any errors your student page may have, via e-mail to: [studentservices@aiu.edu](mailto:studentservices@aiu.edu) in order to correct them ASAP.

Best regards,  
NAME  
Academic Tutor

Dear NAME, Please send us a schedule of dates on which you agree to submit each one of your assignments, including the thesis proposal and the final thesis.

Best regards,  
NAME  
Academic Tutor