**FACULTY EXPECTATIONS**

Track 2 Colloquium Courseroom

**\*\*INSTRUCTORS: Areas highlighted in yellow are notes that need to be completed by you when personalizing the Faculty Expectations Document.**

**COURSE INFORMATION:**

Course Number & Name:

Quarter & Year:

**INSTRUCTOR CONTACT INFORMATION:**

Name:

Telephone [ & your time zone]:

Fax:

Capella email:

Available hours:

Preferred communication method:

**WELCOME (***Provide a brief, friendly greeting here that helps learners to get prepared for this course. Full welcome goes in the intro/welcome topic in the courseroom*.)

\*Learners: Please **Print** this document and **Reply to this message** to confirm that you have read and understood this Faculty Expectations for the Colloquium courseroom.

**COLLOQUIUM COURSE**

The Track 2 colloquium course was redesigned in early 2013 for *much more active learner engagement* in various courseroom activities including multiple assessments, using an articulated curriculum that builds skills across all three tracks. This colloquium courseroom design will likely bring much more value to your development as an independent researcher as all three tracks focus on your dissertation research along with other related skills for development as a scholar-practitioner. The ultimate goal of the colloquium courses is to have you better prepared for your dissertation and to be able to move through the dissertation process more efficiently and with more confidence as an independent researcher.

Residencies (i.e., Colloquia) are an essential part of the Ph.D. process at Capella. Colloquia are taken in three tracks. Each track includes online and a face-to-face components that are now more integrated with your program coursework, and interrelated. For example, the Colloquium Courseroom includes resources and learning activities that draw from the coursework you have already completed, and that prepare you to participate successfully in the Weekend Experience. Following the Weekend Experience you return to the Colloquium Courseroom to complete required activities. These post-Weekend Experience activities are designed to help prepare you for your next Colloquium track, or for your capstone requirements (i.e., Comprehensive Exam and Dissertation). The Colloquium activities provide you with an opportunity to practice, strengthen, and demonstrate your skills as a critical thinker, scholarly communicator, researcher and scholar-practitioner in the areas that define a doctoral level graduate.

**Here are some important things you need to know about the new colloquium course:**

*~ Complete the Activities in Sequential Order(10 unit but a 6 week course)*

In Track 2 there are 10 Learning Units, however the course is only 6 weeks in duration. This means that you will complete multiple units within each week. The learning units include various activities from readings and media to assessments and quizzes that you will need to complete by the due dates specified in the courseroom. There is a Checklist (locatedin the Unit 9 Learning Module, u09a1 Self-Assessment – Track 2 Courseroom Checklist activity) that you should print out to use as your guide for completing all of the required activities. These activities have been designed to help you begin to develop the necessary skills and foundational knowledge that you will need to successfully complete a dissertation. For each track, the final outcome will be aspects of your own Research Plan crafted from your proposed dissertation topic.

***~Unit group discussions are now in the MY GROUPS area of the courseroom***

Discussions will now occur in the **My Groups** area of the courseroom. Your instructor will assign all leaners to a group. All unit discussions will be held in the private Group Discussion Board accessed via **My Groups** in the left-hand navigation area. You will only see your own group's discussions. You will not see **My Groups** in the left-hand navigation area unless your instructor has enrolled you into a group. **Please contact your instructor if you do not see your group or a My Groups area, or if you have enrolled late into this course.**

*~ Formative Assessments & Key Quizzes*

In Learning Units 1 thru 8 in the Track 2 Courseroom, there are formative assessment activities that enable you and your Colloquium instructor to situate your position on the developmental continuum of foundational knowledge and skills that you will practice applying at the Weekend Experience. The following are key quizzes within the courseroom. If you are unable to attain a score of 80% or better within the three allowed attempts, you will need to contact your instructor for further discussion:

u01q1: Assessment: Writing for an Academic Audience.

u02q1: APA Reference List Submission.

u02q2: Unit 2, 4 & 5 Summative Assessment Quiz.

***~Time expectation/Self-pacing***

The time that it will take you to complete the course will vary depending on your familiarity with Capella resources, courses you have already taken, and any work that you may have already completed on your Research Plan. You are required to complete all of the activities in the courseroom so be sure to browse the courseroom early to gain an overall perspective of the activities and assignments in order to manage your time efficiently and effectively.

**WEEKEND EXPERIENCE**

The Weekend Experience will be a combination of independent preparation time and presentations of your work with a focus of completing a viable scientifically meritorious Research Plan for your dissertation topic. In some sessions you will be using the Internet to search for additional literature relevant to your selected topic and other aspects of your Research Plan, and to provide feedback to your peers. In these individual preparation work sessions, the faculty will provide individual consultation, feedback, and guidance. To prepare successfully for the Weekend Experience, please view the helpful media presentation about your Weekend Experience activities, what to bring, and what to expect that is located in Learning Unit 9. Providing opportunities for individual consultation and focus on your scholarly work is an objective of the Weekend Experience. You will have the same Faculty Instructor and Learner cohort for the courseroom and the Weekend Experience.

You must complete all sessions at the Weekend Experience, and should not leave sessions for any reason other than a serious emergency or a brief break if needed. The activities in the Weekend Experience are designed to build on one another, and are not meant to be completed quickly or in one sitting.

**EXPECTATIONS OF A COLLOQUIUM LEARNER**

The courseroom activities that are due prior to the Weekend Experience are not optional. The reason that they are required is because they comprise the instructional content that you will be receiving in preparation for your Weekend Experience participation. Completing all of the required courseroom activities will prepare you to fully participate in the Weekend Experience session activities, presentations, and assessments. The expectation that your Faculty Instructor has when you arrive at the Weekend Experience is that you will be fully prepared to participate in all of the sessions. Not completing all of the required courseroom activities will not prevent you from attending the Weekend Experience; however you will be at significant risk of falling behind your peers as they progress quickly through pre-planned Weekend Experience activities that are based on the instructional content delivered in the courseroom pre-work.

My role as Colloquium faculty is to direct you to resources and to serve as a consultant rather than an instructor for your own learning, and development as an independent competent scholar researcher. My feedback and consultation will help you consider what you need to do as you complete your courses to become a more self-directed, self-sufficient, and prepared scholar for successfully engaging in independent original research. However, in order to give you any meaningful feedback, you need to fully engage in the courseroom activities and fully participate in the Weekend Experience sessions.

**GRADING INFORMATION AND DUE DATES**

**~Colloquium course grade**

You will earn an S/NS for the Colloquium courseroom portion of your participation so essentially it is pass/fail. However, all of the activities that you are required to complete build on each other so there are essentially two ways that you can fail a Colloquium: by not participating at all in the pre- and post-courseroom and at the Weekend Experience, and by not trying.

**~Graded/Non-graded activities**

The colloquium courseroom includes activities that are graded, activities that are not graded and self-quizzes to provide you with feedback about your current competence relative to where it needs to be in order to successfully complete a dissertation. Think of the grades and scores that you receive on the required activities as indicators. They are not meant to serve as “grades” in the traditional sense of the word – only as indicators to help you and your Faculty Instructor help you determine your level of competence with, and confident comprehension of, the content that is required for doing independent research.

The table below specifies the activities that will contribute to your overall Colloquium Courseroom grade. Note that the Courseroom and Weekend Experience checklists are “all or nothing” grading, which means that you must complete all of the activities and sessions in order to earn the credit. **There is no partial credit**.

Track 2 Grading Scale

|  |  |
| --- | --- |
| Unit 4 | Due Date (Instructors to insert due dates from courseroom) |
| u04a1 Your Research Question (10%)  |  |
| Unit 9  |  |
| u09a1 Self-Assessment: Track 2 Courseroom Checklist (5%) – all or nothing. |  |
| Units 1-9 Discussion Participation Grade (5%) – all or nothing. |  |
| u09a2 Poster Presentations (30%) |  |
| Unit 10 – Track 2 Final Assessment |  |
| U10a1 Track 2 Final Assessment (Due Sunday after WE) (35%) |  |
| U10a2 Completing the Weekend Experience Checklist (Due Sunday after WE) (10%) – all or nothing. |  |
| U10a3 Readiness for Track 3 Preparation Plan (5%) |  |

**LATE PENALTY FOR ASSIGNMENTS**

Instructors: Insert your late policy here. Remember there are no exceptions or extensions for completing the courseroom activities prior to the Weekend Experience. We all need to be consistent with that. The Unit 5 and 6 assignments operate on a very close timeline in relationship to the end of the course so most likely extensions would only be for 1-2 days. You just need to state your expectations clearly.

**HELPFUL HINTS FOR YOUR SUCCESS**

1. Grading - Do focus on learning and integrating the feedback you receive into your development as a competent scholar-practitioner. The activities and the feedback are like climbing a set of stairs one at a time, building into the final assessment.

2. Unit and Assignment Due Dates – The assignment due dates are posted in the courseroom and in the table above. It is also required that you complete certain units by certain weeks. Since there are 10 units and the course is only 6 weeks in duration, you will be completing multiple units each week. Below you will see the due dates for each unit:

Units 1 - 3: Due by Sunday at 11:59pm CST at the end of Week 1

Units 4 - 6: Due by Sunday at 11:59pm CST at the end of Week 2.

Units 7 - 8: Due by Sunday at 11:59pm CST at the end of Week 3.

Unit 9: Due by Thursday at 11:59pm of Week 4.

Unit 10

1. u10a1: Track 2 Final Assessment due by Sunday at 11:59pm CST at the end of Week 5.

2. u10a2: Completing the Weekend Experience Checklist due by Sunday at 11:59pm CST at the end of Week 5.

3. u10a3: Track 2 Preparation Plan due by Sunday at 11:59pm CST at the end of Week 6.

3. Couresroom Learning Units – Make sure you read the entire Faculty Expectations and all announcements and due dates in the courseroom. In your regular online courses a Unit represents time; one Unit equals a week of work. This is very different in the Colloquia courseroom since there are 10 units and the course is only 6 weeks in duration. Effective time management is the key in getting everything completed.

4. Quizzes – You have three attempts on each quiz. The scores that are generated are NOT grades; they are scores that are designed to provide you with formative feedback for development and strengthening your knowledge or skills in a related area. Follow the instructions provided with each quiz, and complete the quizzes in the sequence in which they are presented in the learning unit instructions.

**KEEP IN TOUCH – QUESTIONS, CONCERNS, CLARIFICATION**

The Colloquium Courseroom is a fast-paced course. If you need clarification or assistance contact me, your instructor, immediately so the matter can be resolved more quickly. It is best to contact me in the following way(s):

Instructors: Insert your instructions on how you prefer learners communicate with you. We do recommend that all written communication occur in the courseroom.

### WHAT LEARNERS IN THIS COURSE CAN EXPECT OF ME, YOUR INSTRUCTOR

Due to the fast-paced nature of the Colloquium, I will be in the courseroom reviewing and grading your work on frequent and sometimes daily basis. If I will be out for a day or two I will post an announcement in the courseroom. In other words, we both, instructor and learner, will be very active in the courseroom. I will not be responding to every activity/assignment/discussion posting but will be reviewing them all , tracking your progress, competency development, and completion of the requirements, and will be responding to many of your submissions.

Again, if you get lost/confused, contact me immediately as instructed in the section above.

Instructors: Add any additional information about what learners can expect from you in the colloquium course.

**ACADEMIC INTEGRITY & ACADEMIC HONESTY**

Instructors:Explain your expectations of learners’ use of Turnitin and any other points about academic integrity and academic honesty.

**ADDRESSING ISSUES AS THEY ARISE**

Instructors: Create your personalized plan for addressing issues.

**SUMMARY MESSAGE**

Instructors: Create your personalized summary message.

*Thank you and enjoy the course.*

*Dr. \_\_\_\_\_*