



Project Inform – EDU 599 Requirements & Directions for Completion

Please use the check list below to plot your progress. We encourage you to complete your coursework within 9 months from time of registration date. Coursework requires at least **15 hours of work per unit**.

- Thoroughly read the book(s) selected from the approved list at the website address:

<http://www.usd-online.org/courseinfo/index.aspx?id=224&spid=106>

****Note that a SET consists of two related books that are treated as one selection.**

(You may change your selection {approved books only} at any time without giving notice.)

- Reflect on what you read.

- Note that due to security concerns, we do not accept emailed submissions. You are required to web post your paper for grading at the following secure website. You will be asked to supply identifying information at the site.

- Respond to the following:** (Your response should be typed in 12pt. font, however, when webposting, formatting such as double spacing will be lost...*Graders are aware that double spacing is condensed when your coursework is submitted on our webposting site.

PART A (Cognitive Domain) Synopsis (1-2 pages double-spaced) – Prepare a general overview or outline of the book(s).

PART B (Affective Domain) In three (3) separate numbered responses of 1-2 pages each, answer the following questions:

1. What are the most appealing ideas expressed by the author(s)?
2. What are the implications of the ideas in the book(s) for you as an educator?
OR
How will you implement the ideas with your students?

3. What ideas of the author do you challenge and why?
OR

If you find no ideas to challenge, explain the appropriateness of the title of the book, or comment on other ideas that you would have liked to have seen included. *If you have chosen to read a SET of books compare and contrast the two books.*

***Be advised that the content for all responses is to be developed through your original thoughts. When words other than your own are included, they are to be in quotes with source cited.**



- Grades for the course will be based on both the content and the quality of writing.
- Grades awarded by USD Readers are final. Reader's comments will be returned to students by email only.

****IMPORTANT: Please keep a copy of your written response in your files until you receive your transcript!
You will not receive your paper back, but will receive comments from the grader if you provided an email address. USD is no longer mailing out comments by US Mail. ****

Assessment will be made by using the following Rubric:

Grade A+ to A-	Grade B+ to B-	Unsatisfactory Response
<ul style="list-style-type: none"> - Synopsis portion would include enough detail to demonstrate to the reader that the complete book has been thoughtfully read and considered. - Clearly and thoroughly addresses each of the questions and shows a logical progression - Uses material from the book as support for all opinions expressed - Shows careful editing so that egregious errors in punctuation, spelling and usage have been eliminated 	<ul style="list-style-type: none"> - Synopsis portion would include enough detail to demonstrate to the reader that the complete book has been thoughtfully read and considered. - Essay portion shows weak support in any one of the three areas - Minor mechanical errors exist but do not seriously distract from the meaning 	<ul style="list-style-type: none"> - Essay does not meet the above standards - Shows lack of supporting material - Shows little organization and has poor punctuation, spelling and usage. - May be resubmitted for a passing grade
		<p>Coursework found to contain material copied from un-cited sources may be failed with no opportunity for resubmission.</p>

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- USD Graders are aware that double spacing is condensed when your coursework is submitted on our webposting site.

FREQUENTLY ASKED QUESTIONS (FAQ)

- Q. Whom do I contact if I have a question about the content of this course?
A. **You can e-mail your questions to inform@usd-online.org or phone (916) 939-2449.**
- Q. How much time do I have to complete this course?
A. **You have nine months from time of registration to complete all coursework.**
- Q. What if I want to change from my original book and switch to another title on the official book list?
A. **No problem. You may change your book selection WITHOUT notifying USD or the instructor.**
- Q. What if an emergency occurs and I need more than nine months to complete my coursework?
A. **Please call (619) 260-4585 to request an extension. If one is granted, it is final.**
- Q. What if I change my name or address after registering?
A. **Login to your account at www.usd-online.org and edit your contact information as soon as possible AND also update your address with our receptionist by calling (619) 260-4585.**
- Q. Can I send in each question as I complete it?
A. **No. All your responses to the course questions must be sent in together.**
- Q. May I take this course more than once?
A. **Yes, you can take multiple units of this class. Each additional unit will require the use of an additional book selected from the approved book list. Each unit is a separate class and will be numbered 599A, 599B, 599C, etc.**
- Q. What do I do when I have completed all the required coursework?
A. **There is a list of all required assignments on page 1 of these instructions. Check to make sure you have completed all items listed. Send your response and the completed cover sheet via the following method:**

WEBPOST: *quickest, easiest and preferred method!...please type in the following website address and follow the directions: The Project Inform Webposting site cannot accommodate special editing features, such as italics and footnotes...just text.

<http://www.usd-online.org/projectinformgrading>

- **Please webpost ONE book report at one time.**
- **You will receive AUTOMATIC response confirmation including posting date via email.**

You will receive an official transcript from the University of San Diego within three to four weeks of submitting satisfactory coursework. After the grade is posted, additional transcripts can be ordered online for \$5.00 at www.usd-online.org or by mail:

**USD Continuing Education
Attention: Transcripts
5998 Alcalá Park
San Diego, CA 92110-2492**

After 3 to 4 weeks, questions regarding transcripts can be answered at (619) 260-4585.

USD allows a total of 18 units of combined courses to be completed during any one semester (FALL: Sept-Dec; SPRING: Jan-May; SUMMER: June-Aug)