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Dean of Students

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Professor Location: Sausalito California USA

EMP 700A/800A: PROGRAM PLANNING (1 credit)

COURSE DESCRIPTION

This first required course, **Program Planning** can begin at anytime during the year via distance communication with the Dean of Students.

This course is designed to:

Clarify the degree guidelines and to enhance the individualization of the student's program. Special attention is given to discussion of options for student course studies, concentration within EMU, and prior learning assessment. Students are provided opportunities to exchange ideas on choosing of elective courses and concentration and to work with the Dean of Students concerning the sequence of courses they will enroll in to complete their degree program. During the Program Planning the student, with the guidance of the Dean of Students, will plan a tentative Program Schedule for the entire degree program. At the beginning of each subsequent semester, if needed, the Dean of Students will help the student make any necessary changes in this plan.

The Program Planning course is a prerequisite to all other courses. Therefore, it is the only course that has a completion deadline of the first semester. **Students are required to finish all the Program Planning assignments and receive a grade of PASS in the course before they may take courses in a subsequent semester.** Those who fail to finish this course the first semester, or receive an INCOMPLETE, are required to

re-enroll in Program Planning (paying full tuition) while taking no further courses until such time as the Program Planning course is completed.

COURSE TOPICS

Review the options for prior learning assessment. Carefully review the individualization of course Program [Masters or Doctorate]; review options to choose a Concentration. Review the potentials for Internship study; discuss ideas for a research project. Explore the optional Concentrations in the Masters and Doctorate Program and the Electives. Review basic required computer and internet skills.

COURSE OBJECTIVES

The expected outcomes of the course are the achievement of greater clarity on the part of the students concerning all program expectations and the development of the course choices of the student's program. Students explore ideas relative to Internship, research, and prior learning portfolios. Students are guided in selecting the major focus of their program, including the optional choice for a concentration, and in developing a tentative topic for their research project which will be further explored with the student's Thesis or Dissertation committee when the student reaches the Thesis and Dissertation phase courses toward the end of the degree program.

Students demonstrate the ability to write a scholarly paper. Students demonstrate an ability to use the computer and internet for the distance-learning aspects of their courses.

COURSE AUDIENCE

This course is required of all graduate students during their first semester.

COURSE DELIVERY STYLE

Distance Education - Coursework is completed at a location determined by the student utilizing a computer that has the ability to play audio and video clips, with Microsoft Office Word, Excel, PowerPoint, Adobe Reader, along with a current web browser, internet connection and email address. Contact and communication with distance students is typically conducted by telephone, Internet, Skype, text chat, and email. Students are also encouraged to contact the University by facsimiles, and postal mail, and by personal visit to the University.

FACULTY-STUDENT COMMUNICATIONS

Students will work with the Dean of Students to complete and submit to the Registrar their proposed Program Schedule. Materials not suitable for e-mail may be sent by post or fax, as agreed with the Registrar. Students should send an initial email to the **Dean of Students within two weeks following acceptance into the Program Planning course to begin a plan of action for completing this first required course.**

All lessons, coursework and papers must be copied to:

lessons@energymedicineuniversity.org

from both the student and professor.

All records of prior learning experience should be on file with the student's application.

COURSE MATERIALS:

ONLY REQUIRED: The APA Writing Style manual #1 is a required book.

- 1. REQUIRED :** Current version of the Publication Manual of the American Psychological Association.

SUGGESTED (not required): These three texts can be used as reference books during the student's entire EMU program.

2. The Distance Education book is a primer on the methodology of distance education instructors; and supplies smart strategies for independent learning students. A great self-help book for our students.

Simonson, Michael, TEACHING AND LEARNING AT A DISTANCE – FOUNDATION OF DISTANCE EDUCATION, Prentice Hall, NY, 2005.

3. The Gerber book clearly scores the vast topography of the field of Energy Medicine.

Gerber, Richard, VIBRATIONAL MEDICINE FOR THE 21ST CENTURY, Harper Collins, NY, 2000.

4. The Benor book meticulously compiles the major research in Holistic Health & Energy Medicine -foundational information for our research degree in Holistic Health.

Benor, Daniel J. HEALING RESEARCH VOLUME II: CONSCIOUSNESS, BIOENERGY AND HEALING, Wholistic Healing Publications, 2004.

COURSE ASSIGNMENTS

Telephone or Skype Conference:

Assignment #1: Contact Dean of Students to begin telephone or skype conversation regarding Program Planning.

Assignment #2: The student is expected to become familiar with the EMU Web site. They should familiarize themselves with the requirements and the courses offered so they will be ready to work with the Dean of Students to plan their program.
Web site: www.EnergyMedicineUniversity.org

Assignment #3: Prepare complete documentation of all prior learning for which you wish credit in lieu of standard requirements for completion of any course within the degree program schedule. This will include your prior non-college training, work experience, independent learning and professional achievements that might represent appropriate preparation to satisfy course objectives and faculty expectation for any course. Send copies of this documentation to the EMU office.

During the Program Planning Course:

Assignment #4: During the Program Planning, explore and begin to clarify your sequence of courses. Identify a working thesis or dissertation research interests and discuss your ideas. This will be further explored with the Dean of Faculty and EMU instructors when you reach the Thesis and Dissertation courses toward the end of your degree program.

Assignment #5: During the Program Planning investigate the opportunities for individualizing your program of studies relative to your professional goals. In consultation with the Dean of Students, fill out your Program Planning Form and submit it to the Registrar via email as a word document. The reception of the email Program Planning form should be submitted to the Registrar immediately after your Program Planning course. This Program Planning form is necessary documentation for your files before you begin a second semester.

Assignment #6: Throughout your study at EMU, you will be required to write both journalistic papers in which you describe your individual thoughts and experiences and scholarly papers where library research is required.

For preparation to write scholarly papers in current APA style, you are required to take and provide evidence of passing the online course “Basics of APA Style” which currently costs \$80 payable to the party offering the course. The course and payment information are at: <http://www.apastyle.org/learn/courses/4210701.aspx>

Evidence of successful completion to be submitted to the Dean of Students.

Your First Semester Following the Program Planning:

Assignment #6: Register for all the courses that are listed on your completed Program Schedule for your first semester. Complete tuition agreement with Registrar.

Assignment #7: After your tuition agreement is fulfilled you will obtain your first semester course syllabi from the Student Pages from the EMU web site. The Registrar will email you the URL for this private Student only page.

Assignment #8: Continue to communicate with the Dean of Students relative to any remaining issues for completion of your Program Planning schedule. Any future Revisions that you make to your Program Plan should be emailed to both the Dean of Students and the Registrar.

COURSE COMPLETION TIMETABLE

During the 5-month semester: PRIOR to the first Program Planning session: Complete assignments #1 through #3.

AFTER Program Planning course: Complete assignment #6

WEEK 1 and 2: Complete assignments #7 & #8

WEEK 10+: Complete Assignment #8. And continue working with the Dean of Students to complete your degree Program Planning form.

COURSE EVALUATION

The course grade will be based upon the quality of course participation, preparation, APA Online course and follow-up work.

COURSE GRADING DETERMINANTS

Grade of PASS or INCOMPLETE will be based upon:

Participation in discussions: 20%

Preparation and Research: 20%

Completed Program Plan: 20%

Successful Completion of “Basics of APA Style”: 40%