

SYLLABUS
701: ORIENTATION AND PLANNING SESSION – (1 credit)
(R) Core Course
FACULTY: Bob Nunley, PhD and adjunct faculty advisors
Date Revised: 8/15/10

COURSE DESCRIPTION

The ORP (Orientation Program) is a one-credit-hour introductory course that ends at mid-term and is required of all students enrolling in a degree program. Course requirements start at the beginning of classes, prior to the residency, with three 60 – 90 minute conference calls (See dates below) to familiarize students with important aspects of the HU program. The ORP Residency takes place in the first half of the second month of classes in October or April. Students begin the ORP residency by attending the HU Graduation and Ordination Ceremonies, Sunday afternoon, followed by the three-day ORP residency class. To receive credit in this course, students must attend the entire ORP residential component. This course is designed to clarify the degree guidelines and to complete the individualization of the student's program. There are lively discussions between faculty and students about student's research interests. Students are provided opportunities to exchange ideas concerning thesis and dissertation topics and to work with an advisor concerning the over-all choice of courses that will complete their tentative degree program. During enrollment for each subsequent semester, the advisor helps the student make any necessary changes in this program. Students complete the course by mid-term the first semester unless there are extenuating circumstances. Distance education offers many choices and much freedom to individuals who are motivated to achieve a personal goal. Commitment to graduate work often involves a major life change. Thus, the opportunity to create community right at the start is an essential aspect of the ORP. Attending the ORP residency provides participants an opportunity to attain a sense of the Holos community through spending time together and meeting staff, faculty, and fellow students. In addition, igniting the passion for what is to come is also considered a crucial component to the long-term success of the student.

NOTE: Students can be accepted under Open Enrollment up to the drop/add date at the end of Campus Week. However, late entering students must contact course instructors to get permission to enter classes late and to arrange to satisfy any make-up work required. An additional Conference call will be held for late entering students the Friday prior to Campus Week.

FACULTY BIOGRAPHY

This course includes the involvement of Dr. Bob Nunley, the Dean of Faculty and additional adjunct faculty instructors and advisors.

FACULTY CONTACT INFORMATION

Residency Coordinator: Bob Nunley
E-mail Address: FacultyDean@HolosUniversity.org
Office Phone Number: 785-863-2176
Mobile: 785-331-7731 (Use only if there is no response on the Office number
Address: 4221 Nunley Lane, McLouth, KS, 66054
Conference Call #: 605-715-4920 - Access Code: 689 2398

Distance ORP Instructor: Students will be contacted by their distance ORP Instructor and given the instructor's contact information

COURSE SCHEDULE

The calls and work with student instructors proceeds as follows:

September 13, Monday, Classes begin

September 13, Monday, 7:30 p.m. – **ORP Conference Call, Session #1**

September 16, Thursday, 7:30 p.m. – **ORP Conference Call, Session #2. Following this session, students (who have not already done so) should contact the Registrar to arrange enrollment in their first semester classes.**

September 20, Monday, 7:30 p.m. **ORP Conference Call, Session #3**

Graduation followed by ORP Residency – Sunday, October 3rd to Wednesday October 6th

Computer Education Phone Conferences:

Sunday, October 17th and Sunday October 31st, 2:30 p.m. Central

Phone Conference with ORP Instructor about ORP Paper (time agreed upon with advisor).

Monday, November 15th – ORP Paper due

Friday, November 19th – ORP final grades submitted

COURSE DELIVERY STYLE & PLAN OF ACTION

Students will be assigned to ORP instructors in early September. Instructors are encouraged to participate in the three September ORP Conference sessions. The three Conference calls are set up to begin once the Semester begins. Dates will be published in August and February or before. Attending these sessions constitutes Assignment #1.

Session #1: *Prior to this call, students will download and read the ORP syllabus.* This call will familiarize new students with the use of the HU website and will review the various requirements of the Masters and Doctoral programs. It will also review the Special Emphasis Tracks (Certificate students are welcome to attend any or all of these sessions).

Session #2: This call will be a review of the Core courses in the Masters and Doctoral programs, the Campus Week residencies, and will answer questions students have about various electives in order to help students make choices about which and how many courses to enroll in for the first semester.

After this second session, students should contact the Registrar to enroll in their first semester classes (unless they have already done so).

Session #3: Prior to this call, students will review the syllabi of the courses they have selected for their first semester. During the call they will describe their background and their interests and discuss how their choice of first semester courses fit into those interests. During the call students can ask any final questions about Campus Week.

RESIDENTIAL REGISTRATION

Register with the HU Bursar, Marilyn McGehee (888-272-6109) for the residency portion of the course. There is an additional \$25.00 per day fee for residency classes held at Unity Village.

LEARNING OUTCOMES

Three 90-minute Conference calls:

- Students will demonstrate familiarity with and an ability to use the HU website.
- Students will discuss the HU Core Courses and Programs, policies, administrative requirements, and computer needs.
- Students will describe their background and discuss how the courses they have chosen for first semester relate to their interests.

Residency Component:

- Students attend the graduation and Ordination ceremonies to share the joy of what lies at the successful culmination of the degree journey.
- Students acquaint themselves with the HU staff, the faculty, and their peers and engage in dialogs to identify specific research interests.
- Students will discuss the various ways their academic and research interests can be pursued.
- Students will work with faculty advisors and outline an overall program that is compatible with their interests and that, when successfully completed, will culminate in the granting of the degree sought.
- Masters students will review potential approaches for a field study, essays, or an individualized research project and choose the specific Masters program they wish to enter.
- Students will meet with a member of the admissions committee to review options for prior learning assessment (transfer credits and equivalencies).
- Students will explore the facilities available on the Unity campus – such as the extensive metaphysical library, the labyrinth, and the bookstore.

Post Residency:

- Students will review a chosen Energy Medicine text and discuss the concepts in a written paper.
- Students will attend a computer tutorial by webinar and demonstrate an ability to use computer email and Microsoft Word templates for preparing scholarly papers.

Required Materials and Texts:

Available on line through Amazon or Barnes and Noble.

Choose **one** of these three texts to read in its entirety. You are welcome to read and reference from the other two if you choose:

Ballantine, Rudolph. *Radical Healing*. New York: Harmony Books, 1999.

Benor, Daniel J. *Consciousness, Bioenergy and Healing: Self-Healing and Energy Medicine for the 21st Century*. Healing Research, vol 2. Medford, NJ: Wholistic Healing Publications, 2004.

Gerber, Richard. *Vibrational Medicine for the 21st Century*. New York: Harper Collins, 2000.

****The following is the required style guide for Holos University, which students will need to use for all their papers, including thesis and dissertation.

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers. 15th or 16th ed. Chicago and London: The University of Chicago Press, 2003. This volume is also available on line at www.chicagomanualofstyle.org/

Also useful is: Harris, Robert A. *Using Sources Effectively: Strengthening Your Writing and Avoiding Plagiarism*. 2nd ed. Glendale, CA: Pyczak Publishing, 2005.

HOLOS FACULTY-STUDENT COMMUNICATIONS POLICY

Students and instructor communicate frequently via email, and phone conferences create a collegial forum for sharing ideas among class participants. Telephone conferences and calls with instructors are the student's expense. Faculty should inform students of any times that they are not available for email or phone communication. Students should inform instructors if they will not be available for scheduled phone conferences. Students should allow three days for a response after emailing an instructor. If you have not received a response after three days, re-send the email, call the instructor and leave a voice message. If you have still not received a response after two more days, forward your email communications with the instructor to the Dean of Faculty. Further action will be determined by the Dean of Faculty.

ASSIGNMENT FORMATS

- All written assignments must be **Microsoft Word** documents sent by email as attached files.
- All papers should be **double-spaced**.
- **FONT:** Times or Times New Roman.
- **E-MAIL SUBJECT LINE:** Always include your name and the Assignment number in the subject line of your E-mail and on the title page of your assigned papers.
- **END NOTES:** All referenced material must be cited using endnotes. Include the Author's name, the publication name, the publisher, the date of publication, and the page number.
- **FILE NAME:** **When you “save” your document**, you **MUST** use the following format to name your Word file, or your file will be returned so that you can add the proper file name and format. The document you attach to your e-mail should be in the following format:

SmithJ_887#1.doc. (Last Name, First Initial_Course #, Assignment#.doc) Use Times, Times New Roman, or Helvetica fonts, 12 pt. and cite all referenced material using *Chicago Manual of Style* endnotes.

OUTLINE OF ASSIGNMENTS & PERCENTAGE OF COURSE GRADE

1. Assignment #1 (Highlight and paste or type your text here) 00%

DETAILS OF ASSIGNMENTS

ASSIGNMENT #1

Due Date: Dates and times will be announced

Percentage of Grade: 25%

Learning Outcomes of Assignment:

- Students will demonstrate familiarity with and an ability to use the HU website.
- Students will describe their background and discuss how the courses they have chosen for first semester relate to their interests.
- Students will discuss the HU Core Courses and Programs, policies, administrative requirements and computer needs.

Required Texts and/or Materials: Access to a computer and the HU Website

Assignment Description:

Phone Session #1: *Prior to this call, students will download and read the ORP syllabus.* This call will familiarize new students with the use of the HU website and will review the various requirements of the Masters and Doctoral programs. It will also review the Special Emphasis Tracks (Certificate students are welcome to attend any or all of these sessions).

Phone Session #2: This call will be a review of the Core courses in the Masters and Doctoral programs, the Campus Week residencies, and will answer questions students have about various electives in order to help students make choices about which and how many courses to enroll in for the first semester.

After this second session, students should contact the Registrar to enroll in their first semester classes (unless they have already done so).

Phone Session #3: Prior to this call, students will review the syllabi of the courses they have selected for their first semester. During the call they will describe their background and their interests and discuss how their choice of first semester courses fit into those interests. During the call students can ask any final questions about the Holos programs and the Campus Week residencies.

ASSIGNMENT #2

CAMPUS WEEK AND ORP RESIDENCY

Date: October 3-6

Percentage of Grade: 50%

Learning Outcomes of Assignment:

- Students will attend the graduation and Ordination ceremonies to share the joy of what lies at the successful culmination of the HU journey.
- Students will acquaint themselves with the HU staff, the faculty, and their peers and engage in dialogs to identify specific research interests.
- Students will discuss the various ways their academic and research interests can be pursued.
- Students will work with faculty advisors and outline an overall program that is compatible with their interests and that, when successfully completed, will culminate in the granting of the degree sought.
- Masters students will review potential approaches for a field study, essays, or an individualized research project and choose the specific Masters program they wish to enter.
- Students will meet with a member of the admissions committee to review options for prior learning assessment (transfer credits and equivalencies).
- Students will explore the facilities available on the Unity campus – such as the extensive metaphysical library, the labyrinth, and the bookstore.

Assignment Description: Each semester, in October or April, a week of on-campus activity is held at Unity Church's Unity Village Campus in Lees Summit, MO. The airport that services the area is MCI (Mid Continent International of Kansas City).

1. Students arrive on Sunday in time to attend the Graduation ceremony at 4:00 p.m. During the following three-day ORP Residency students engage in lively discussions with each other and with faculty to accomplish the following:
2. Masters, Doctoral, and Post Doctoral students explore potential research topics and Masters students consider the options of doing a Research Thesis, the Masters Essays, or two additional Specialty Track courses.
3. All students work with their Faculty Advisors to complete an overall Program Schedule by selecting courses that, when successfully completed will qualify them for the degree sought.

NOTE: The ORP course is a one credit-hour course with a completion deadline of mid-term. Students are required to finish all the ORP assignments and receive a grade in the course before they may take courses in a subsequent semester. For those who finish the course after mid-term, the highest grade possible is a "B". Those who fail to finish the ORP course during the semester in which they enroll in the course are required to re-enroll in ORP (paying tuition and repeating the residency) while completing any of the Incompletes from the first semester.

ASSIGNMENT #3

Due Date: Sunday, October 17th and Sunday October 31st, 2:30 p.m. Central

Percentage of Grade: 25%

Learning Outcomes of Assignment:

- Students will demonstrate an ability to use computer email and Microsoft Word templates for preparing scholarly papers.

Required Texts and/or Materials: Access to a computer and the HU Website

Assignment Description: Computer "Driver's Ed"

Following the ORP Residency students are invited to participate in an on-line tutorial on the use of the computer and the Internet. The Dean of Faculty will use email to announce further details of the tutorial.

ASSIGNMENT #4

Due Date: Dates and times will be announced

Percentage of Grade: 25%

Learning Outcomes of Assignment:

- Students will review a chosen Energy Medicine text and discuss the concepts in a written paper.

Required Texts and/or Materials: Choose **one** of these three texts to read in its entirety. You are welcome to read and reference from the other two if you choose:

Ballantine, Rudolph. *Radical Healing*. New York: Harmony Books, 1999.

Benor, Daniel J. *Consciousness, Bioenergy and Healing: Self-Healing and Energy Medicine for the 21st Century*. Healing Research, vol 2. Medford, NJ: Wholistic Healing Publications, 2004.

Gerber, Richard. *Vibrational Medicine for the 21st Century*. New York: Harper Collins, 2000.

Assignment Description: Students review one of the recommended texts that covers the broad field of energy medicine, and write **a three to five page paper** that weaves together the following aspects:

- Ideas about the tentative research project
- Concepts from the text and how they relate to one's research interests.
- The degree program chosen (with or without a Special Interest Track) and how the courses in this program relate to personal self-development and research interests.

Throughout your study at HU, you will be required to write both *journalistic personal* papers, in which you describe your individual thoughts and experiences, and *scholarly* papers. This assignment is intended to be a mix of a personal and a scholarly paper, in which what you write is adequately referenced. Include 3- 5 references from the text book you have chosen from the required list **Before writing this paper you will arrange to meet in a Conference call with your ORP instructor** to discuss all aspects of the assignment. Submit the paper to your instructor as an email attachment.

The three-to-five-page paper is due at the end of the month in which the Residency is held. This paper completes requirements for the ORP course.

Formatting and Editing Requirements:

- A cover page (See Essay Template provided to you);
- Use Times New Roman or Arial font, 12 points, double spaced, plus end-notes for references;
- Include a header and page numbers;
- Verify spelling, grammar, and style;
- Include correct citations, references, and a bibliography;
- Use the Scholarly Paper Guide (provided to you during the computer tutorial) and the *Chicago Manual of Style*, which is the required reference guide at HU.

FINAL ASSIGNMENT

Complete and return the course evaluation form you will receive a course evaluation form in August and February. You will receive notification of your final course grades only after you have submitted an evaluation for all courses you completed this semester. Students who plan to take an Incomplete in a course must wait until finishing a course before returning the evaluation form for the course.