

## Asynchronous Online Student Guide T2 2020 – Discipline of Counselling

This document applies to students studying a Counselling Unit which is delivered via an “Asynchronous Online” mode of delivery. Relevant unit codes can be found in Appendix 1 at the end of this document.

### **What does asynchronous learning mean?**

The word *synchronous* means working together online at the same time. In online learning, chat rooms and live lectures are examples of synchronous communication.

*Asynchronous* means there is a time lag in the relay of online information. In online learning, discussion forums, responding to self-paced learning tasks and recorded lectures are examples of asynchronous communication.

### **What does the Asynchronous Online modality entail?**

- 1-hour asynchronous (recorded) weekly lecture.
- Engaging in at least one 20-minute guided activity task per week and posting your response in the designated space. You must contribute a mandatory minimum of 10 posts over the course of the unit to meet the Hurdle Requirement.
- A fortnightly 2-hour synchronous (live) and recorded drop in consultation session with your group, organised by your Lecturer. Attendance is not mandatory.

### **What are the Asynchronous mandatory online attendance requirements?**

Attendance requirements ensure that students in ACA and PACFA-accredited courses meet their training requirements, and that learning outcomes are met. A mandatory minimum attendance of 80% is required for all hurdle forum posts. This means students must complete a minimum of 10 of the hurdle posts across 10 separate weeks of the trimester. Details of this are outlined later in this document.

#### **Weekly lecture**

Each week, your Lecturer will record a 1-hour asynchronous (recorded) online lecture. Your Lecturer will release an announcement post, by the Wednesday of each week, with a link to the Zoom recording for you to watch at a convenient time.

Do ensure that you check your ACAP emails regularly so that you receive the important notifications related to your unit. You can choose to set-up an email forwarder to your personal account ([click here for IT guide](#)).

#### **Three x 20-minute guided activities**

As well as recording a lecture, your Lecturer will record three short instructional videos that will guide you through three different activities directly related to your learning. Your

Lecturer will create a weekly announcement post containing links to the three instructional videos.

Each of these activities takes roughly twenty minutes to complete. You must complete *at least one* of these weekly activities across ten separate weeks of the unit in order to meet the Hurdle Requirement.

Some units may contain further activities within the online unit content. Whilst you are encouraged to complete these activities for your own development, they do not substitute for the designated hurdle tasks provided in the weekly recording.

### Hurdle Requirement

If you have studied an online unit before, you may be familiar with the process of submitting a Hurdle Forum task. The forum task is mandatory for successful completion of the unit.

Through engaging in this task you are demonstrating your continued engagement with the unit material. This engagement counts as your “attendance” when studying via the asynchronous online modality, and allows you to meet the PACFA / ACA training requirements.

Failure to complete the Hurdle Requirement within the set time-frame results in failure of the unit.

### *What has changed?*

Taking on-board student feedback, the requirements have been adapted for Trimester 2 2020.

- You no longer include a reply post to a peer, however individual posts are now longer in order to account for this (300 words + / - 10%).
- Your forum post must be directly related to one of the three Guided Activities, as discussed previously. You can choose which activity you would like to respond to on a weekly basis.

### *What do I as a student need to do?*

You will need to create forum posts associated with ten separate weeks of the unit across the 12-week trimester (total minimum of 10 posts). It is highly recommended that you share your posts by the Sunday of the relevant week in order to create a community of engagement.

In T2 2020, due to the flexibility of online learning, you have until Week 12 to complete all of your posts. Forums will remain open until the final due date. Therefore, you do not fail the Hurdle Requirement if you do not complete your posts by the Sunday of the relevant week. You do however need to submit all posts by Week 12.

### *Details of the posts:*

- A 300 word individual post sharing a weekly insight / key learning (linking specifically to one of the three Guided Activities). This post must include at least one APA

formatted reference. It is essential you engage with different literature across the trimester so ensure you are referencing several sources across the trimester.

*To receive a grade of satisfactory:*

- Referencing must be in APA formatting. You can use either APA 6th or 7<sup>th</sup> edition (choose one Edition and use it consistently).
- All posts are within +/- 10% of the 300 word limit.
- All posts include the date and time they were shared in the designated discussion forum. This information demonstrates to the lecturer that you have intentionally engaged with the weekly tasks on a consistent basis across the trimester rather than in the final week of the trimester.
- All 10 posts are collated into a Word Document with a Cover Sheet, and submitted through the class-space by Week 12. Though you are encouraged to submit your posts on a weekly basis, you ultimately have until Week 12 to complete all of your posts to allow for flexibility.

*Where do I submit my weekly posts?*

- Within the class-space there is a designated weekly forum space for you to share your posts. This is titled “Week X: Share an Insight / Key Learning (related to one of the three weekly guided activities).” Your Lecturer will create a separate discussion thread related to each of the three activities. Post your response by replying to the thread designated to the activity that you have chosen to engage in.

### [The two-hour fortnightly drop in consultation session](#)

Your Lecturer will schedule these sessions with the class throughout the term – they are not timetabled. This is an opportunity for you to connect with your class in real-time. The nature of these sessions will be determined by your Lecturer, but they will typically involve an opportunity to ask questions, discuss assignments and engage in content-related discussions. Attendance at these sessions is optional, though encouraged. Sessions will be recorded for those students that cannot attend.

### [Staying connected](#)

*How do I connect with other students in my class?*

Within the class-space, you will find a link towards the top of the page that says “General Unit Discussion and Q&A Forum.” This is located just under “Unit Announcements.” Here, you can post questions to your Lecturer and fellow students and reply to other students’ questions. This is a separate space to the Hurdle Forum posts.

At the start of term students are encouraged to write a welcome post to introduce themselves to the group. Introducing yourself to the class and purposefully engaging in this space will help you to build a sense of connection to others in your class.

*Who should I contact if I have questions?*

For questions relating to the unit and / or assignments, share your question via the “General Unit Discussion and Q&A Forum” described above. Your Lecturer will review this space regularly and respond. Since students often have similar questions, asking your question here allows other students to benefit from the answer your Lecturer provides.

If you have a question that is specific to yourself, do contact your Lecturer directly via email. Your Lecturer will introduce themselves and provide their contact details at the start of the term.

For more general student-related queries, contact [studentcentral@acap.edu.au](mailto:studentcentral@acap.edu.au).

The Student Learning Support website provides useful information in relation to your assessments, and can be accessed here: <https://sls.navitas-professional.edu.au/>.

At ACAP we are committed to providing appropriate and reasonable adjustments to students with a disability or chronic health condition. If you have a disability, illness, injury or health condition that impacts on your academic studies, or if you care for someone in these circumstances, then you may be eligible to register with the AccessAbility Service. Browse the [AccessAbility webpage](#) to find out more.

For IT help and support, your IT Help Desk team works extended hours, from 8am to 7pm, Monday to Friday. Email [helpdesk@my.navitas-professional.edu.au](mailto:helpdesk@my.navitas-professional.edu.au) call (02) 9964 6322 or view the [IT How-to guides](#).

**Appendix 1: Unit Codes taught via Asynchronous Online Mode in T2 2020**

BESC1091
BESC1901
BESC1911
BESC2111
BESC2121
BESC3051
COUN1251
COUN1271
COUN2211
COUN2231
COUN2241
COUN2261
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COUN2321
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COUN5161
COUN6241
COUN6251