



STUDENT GUIDE

Welcome to *Sophia Pathways™*!

We recognize that people learn in a variety of ways, so we've made each concept available for you to learn in a way that makes sense to you. We're glad you've chosen *Sophia* to take the next step in planning your educational journey and significantly reducing the cost of your college tuition.

Your *Sophia Pathways™* online college course is designed to be completed in 60 days or less. You may start at any time and learn on your own schedule. There are no classes to attend or weekly assignments to complete.

Using *Sophia* courses to earn college credit and lower the cost of your college education is simple:

- Dive right into problem solving mode with our Challenges, learning new concepts along the way through our instructional tutorials, giving you more than one way to learn
- Successfully complete the timed Milestone, demonstrating your mastery of the concepts
- Submit your final score and we will take care of sending transcripts to your school

HOW IT WORKS

To earn a Sophia transcript you must:

- Complete each Challenge and Milestone by getting at least half of the points in each assessment
- Achieve a total average score of 70% or better across all Challenges and the Milestone

WHAT IS A CHALLENGE?

Sophia courses are based on a problem solving learning model. You can expect to engage in real world scenarios. To assist you in solving these Challenges, we provide multiple video tutorials that help you understand the key concepts behind each problem.

Each Challenge encompasses practical problems to solve. You have multiple attempts to solve these problems and you may leave and return to Challenges whenever you want to continue your learning and improve your score (as long as you have remaining attempts). You must get at least half of the Challenge questions correct in a Unit in order to advance to the Milestone for that Unit.

WHAT IS A MILESTONE?

The Milestone is a summative assessment that tests your mastery of the concepts taught in the course. The Milestone in *Developing Effective Teams* consists of 15 questions. You have two hours complete the Milestone. You must get at least half of the questions correct to pass—but keep in mind that you need to average 70% across all Challenges and the Milestone. The Milestone is weighted twice as much as Challenges for the purpose of calculating your final score. You will only be given one chance to pass a Milestone.

The Milestone has a corresponding Practice Milestone that you can use to check your readiness before attempting the actual Milestone. You'll find similar questions to the actual Milestone, along with answers. Check your work, and review concepts as needed to ensure you are ready for the actual Milestone.

STUDENT HONOR CODE

Academic dishonesty is a serious offense in any academic community. At Sophia, failure to comply with the student honor code will result in removal from the course, and/or disqualification to enroll in future courses. By participating in Sophia Pathways™, students must abide by the following honor code:

- The answers to all assessments, which include Challenges and Milestones, will be your work and your work alone.
- You will not make questions or answers to Challenges or Milestones available to anyone else.
- You will not engage in any other activities that could dishonestly improve your results or improve or hinder the results of others.

BEST PRACTICES FOR THE SUCCESSFUL STUDENT

Challenges:

- Read through each of the questions in the Challenge first so that you have a general idea of what to look for as you watch tutorials.
- View all the tutorials linked to the Challenges. They can be found under the tab “Helpful Tutorials” to the right of the Challenge “Question” tab and provide the information needed to complete that Challenge.
- Take notes on the tutorials as you watch them and write down key terms and definitions, processes, diagrams, etc.
- Use our “Many Ways to Learn™” format to view multiple tutorials for each concept. This will allow you to find the instructional content that you prefer based on your learning style.
- Use your notes to complete the Challenge questions.
- If you struggle with a concept you may contact a Learning Coach via live chat, phone or email for assistance.

Milestones:

- Review all Challenges prior to taking the Milestone.
- Print off and complete the Practice Milestone before attempting the actual

Milestone.

- Grade yourself on the Practice Milestone using the answer key provided.
- Review tutorials related to the concepts you got incorrect on the Practice Milestone.
- If you continue to struggle with a concept, contact a Learning Coach for assistance.
- Take the Milestone at a time and location when you can have sufficient undisturbed time, so you can focus on completing the Milestone successfully.
- Milestones are 'open book', so have two browser windows or tabs open. Use one for viewing relevant tutorials, and the other for the Milestone.

EXTENSION POLICY

We want you to be successful in learning your academic subject. If you do not complete your *Sophia* course in the allotted 60 days, we do grant one extension, not to exceed 30 days, at no additional cost. As you near the 60 day completion date, you will see a notice in your regarding the extension.

30 DAY MONEY BACK GUARANTEE

We want you to be completely satisfied with your learning experience. We offer a 30-day money back guarantee prior to completion. Please contact a Learning Coach at learningcoach@sophia.org to drop your course and receive a full refund within your first 30 days of the course.

OTHER ELEMENTS OF THE SOPHIA PATHWAYS™ LEARNING ENVIRONMENT

CHAT FEATURE (“Questions? Lets Chat”)

Learning Coaches are available via this Live Chat feature during our office hours.

PROGRESS AND SCORE INDICATORS

Track your progress! Your Course Dashboard Page provides real time feedback on your progress to help you stay on track. The Progress Bar gives you a recommended schedule to ensure a successful completion. The Score indicator plots your current score against the 70% passing mark. The View Report page provides more details on your activity and progress throughout the course.

COMPETENCY UNITS

Each Competency Unit will have three Challenge Assessments and one Milestone Assessment. Start with the Challenges in each Unit in order to successfully unlock the Milestone for that Unit.

STUDY GUIDE

The Study Guide provides a single location for all the instructional tutorials for that Unit. It is a great resource for you to find all the concepts you need to learn for the Challenges and the Milestone.

TUTORIALS TO HELP YOU ANSWER THE QUESTIONS

Each concept is taught using multiple instructional tutorials. Use the instructor-led or written tutorial to help you learn the concept.