

## EXPLANATION AND SCHEDULE OF PHASE I FOR THE MASTER'S PROGRAM

In the next few paragraphs we will explain very concisely all the assignments that belong to Phase I; also you can read them in the Student Handbook located under Master's Program. This Handbook could be found in the Virtual Library that is in the online resources of **AIU** or by clicking into the following link:

[Master's Student Handbook](#)

We ask you to please better check the examples plus formats for all the assignments that are located in the student section under Document Management and click on Phase I Documents. Also, you may check them in the Master's Student Handbook at the online resources of **AIU**.

We also recommend you to click on the following link which will help you in the use of your Online Student section

[How Students use the Student Section.](#)

We ask you to send, one at a time, each of the following assignments of Phase I:

### **MANDATORY ASSIGNMENTS**

#### **1. Communication and Investigation (Comprehensive Resume):**

To do this assignment we ask you to fill out the format that is on section [4.1.1 of your Master's Student Handbook](#). That also could be found in the Student Section under Document Management.

#### **2. Organization Theory (Portfolio):**

Look for all the documents that you think can be used as support of your previous studies which you had already completed; remember to follow the scheme of your curriculum. For a better understanding please read chapter [4.1.2 of your Master's Student Handbook](#).

It is important to scan all the documents that you believe are relevant in your school life as well as your professional one and send them through your Student Section. You can also mail a copy of all your documents to us.

- As part of this assignment, it is extremely important to scan a copy of your Bachelors Diploma as well as your Masters one in addition to the transcripts of your University life.

- Please send us, through your student section, a copy of your ID which could be a passport or a driver's license.

You can send up to 5 files per assignment using your student section. For more information see the student handbook.

To send your official transcripts or Certificates of different Schools that you have studied (only for students in the US) please use regular mail to send to our address.

**Atlantic International University**  
**900 Fort Street Mall 40**  
**Honolulu, Hawaii**  
**96813**  
**United States**

- 3. Experiential Learning (Autobiography):**  
Please follow the directions on chapter [4.1.5 of you Master's Student Handbook](#) or use the online resources at the Online Library.
- 4. Academic Evaluation (Questionnaire)**  
Complete the answer sheet with multiple questions that is located in the [Master's Student Handbook chapter 4.1.4](#).
- 5. Evaluation Matrix (Professional Evaluation, Evaluation Matrix):**  
To complete this assignment we suggest that you ask people that know you to evaluate your abilities. Even though your past work is not related to your studies at AIU, there are some universal characteristics as leadership, creativity, communication skills that are very important to evaluate for your academic future. Please see chapter [4.1.6 of the Master's Student Handbook](#) for a deeper explanation.
- 6. Fundament of knowledge (Integration Chart):**  
For this assignment you must fill out just the last column of the format provided. The purpose of this assignment is to open the eyes of the student for the future. One more time, for better understanding, check your [Master's Student Handbook and read chapter 4.1.7](#)
- 7. Development of Graduate Study (Guarantee of Academic Degree):**  
Select aspects of each section of the **AIU** Plan, which you think are relevant for you. Use the definitions for the educational charts and the Alumni Profile that are well explained in your [Master's Student Handbook chapter 4.1.7](#).

### **8. Fundamental Principles I (Philosophy of Education):**

In order to complete the last assignment for Phase, please check the [Master's Student Handbook in chapter 4.1.8](#) and write an essay between 1 to 3 pages long about the Philosophy of Education (What do you think about distance education?). We recommend you also to check the chapter [1.4 of your Master's Student Handbook](#) which covers the topic of Andragogy.

If by any chance, you think that the last 5 assignments do not apply to your case of study, we ask you to support this in written and send your document to the Academic Department where our staff will evaluate your petition and will let you know the result very soon.

We asked you to send all your assignments as attachments in your student section following the directions given in your student handbook. Be careful to attach the correct supporting file to each assignment.

### **Tentative Schedule to be used as example for your Master's Program at AIU**

Following our past experiences with our students and including the input of the Academic Department, we believe that the student should finish each Phase of their program as follows.

1. Phase I: From 2 to 4 weeks.
2. Phase II (Introductory Courses) until the Design your own program: From 4 to 8 weeks.
3. Phase II: Each development of the core courses: From 2 to 8 weeks per course.
4. Phase III: Thesis Proposal and Completion of Thesis: From 12 to 48 weeks.
5. Graduation Documents: From 6 to 12 weeks

It is very important for you to know that **AIU** respects the time that each of the students, and without no pressures whatsoever, put into their own program. We just ask for the student to be in a full communication with his/her Academic advisor. Nevertheless, the student must show academic work at least once a month to keep being active at the University.

We are sure of your success,  
**Sincerely,**

[Student Services Department](#)  
[Atlantic International University](#)

