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# American Public University System

*The Ultimate Advantage is an Educated Mind*

**School of Business  
FINC600  
Corporate Finance  
3 Credit Hours  
8 weeks  
Prerequisite: None**

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## Course Description

This course involves a study of the major corporate finance and financial management theories, strategies, processes, functions, and other issues. Topics include the finance function, concepts of sources and uses of funds, analysis and estimation of need for funds (short- and long-term), short-term sources, working capital management policy, long-term sources, capital structure policy and implementation, capital budgeting, and the cost of capital.

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## Course Scope

The primary goal of this course is to help students understand the theory and practice of corporate finance. This course provides an understanding of finance to determine why companies behave the way they do, and how financial managers evaluate financial aspects to achieve the goal of maximizing shareholder wealth.

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## Course Objectives

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After successfully completing this course, you will be able to:

- LO 1. Assess the role of finance in a corporate structure and the functions of financial markets.
- LO 2. Apply present value concepts in capital investments and valuation of common stocks.
- LO 3. Justify the relationship between bond prices and interest rates.
- LO 4. Explain capital investment process and apply investment measurements used in project decision making.
- LO 5. Evaluate the effects of risk and return as it relates to cost of capital and capital budgeting decisions.
- LO 6. Examine portfolio theory and capital asset pricing model.
- LO 7. Assess and apply the concept of market efficiency.
- LO 8. Establish how companies decide on dividend payouts and its implications.
- LO 9. Compare and contrast between operating leverage and financial leverage.
- LO 10. Illustrate the influence of taxes on the choice of capital structure.
- LO 11. Solve financial ratios and interpret financial results within a competitive environment.
- LO 12. Develop financial forecasts, cash budgets and evaluate the financial planning process.

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### Course Delivery Method

This course, delivered via distance learning, will enable students to complete academic work in a flexible manner, completely online. Course resources and access to an online learning management system will be made available to each student. Online assignments are due each week as noted and include forum questions (accomplished in groups through a threaded forum), quizzes, and individual assignments submitted for review by the Faculty Member. Assigned faculty will support the students throughout this eight-week course.

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### Course Resources

#### Required Course Textbooks

Brealey, R. A., Myers, S. C. & Allen, F. (2011). *Principles of Corporate Finance, Concise Edition*, (2nd ed.). New York, NY: McGraw-Hill Irwin.

#### Additional Resources

In Lessons, you will find the following:

- Course guides
- Lectures and Power Points - for a review of chapter concepts.

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- Practice Problems - selected practice problems to assist you in applying learned concepts for homework and quizzes.
- In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
McGraw-Hill Online Learning Center	<a href="http://highered.mcgraw-hill.com/sites/0073530743/student_view0/index.html">http://highered.mcgraw-hill.com/sites/0073530743/student_view0/index.html</a>
Finance Concept Modules	<a href="http://highered.mcgraw-hill.com/sites/0073530743/student_view0/interactive_finsims.html">http://highered.mcgraw-hill.com/sites/0073530743/student_view0/interactive_finsims.html</a>
TeachMeFinance	<a href="http://www.teachmefinance.com">www.teachmefinance.com</a>
American Psychological Association (APA)	<a href="http://www.apastyle.org/">http://www.apastyle.org/</a>
Purdue Online Writing Lab	<a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a>

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### Evaluation Procedures

Grade Instruments	Points	Percentage
Forum Discussions/Participation (Week 1-8)	100 points each	28
Homework Problems (Week 1-7)	100 points each	28
Writing Assignment (Week 7)	100 points each	4
Quiz (Week 4)	100 points	20
Quiz (Week 8)	100 points	20
<b>Final Course Grade</b>		<b>100</b>
Extra-Credit - 7 Practice Quizzes	10-15 points each	1%

### Forums

Please join the forums during weekly sessions. Students must post a main response to the weekly discussion question by Day 3, and at ***least two replies to other students by Day 7***. Active participation is required by replying to classmates during the week of discussion. Therefore, **replies after the end of the each week will not be graded**. The forums are for student interaction and submitting input after the end of the week serves no learning objectives and does not constitute as participation. **Students should demonstrate their own knowledge in the forums and avoid copying and pasting from web sites.** Responses will be graded directly from the Forums.

Your grade earned for the discussion boards will be based on the following Forums Guidelines:

Forums Guidelines	Requirements
<b>Quality Guidelines (50%):</b>	<ul style="list-style-type: none"> <li>• All discussion questions are answered completely.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responses are original in content with a minimum of one external reference.</li> <li>• All posts demonstrated analysis of the topic.</li> <li>• Responses to classmates are significant and advanced the discussion.</li> </ul>
<b>Participation Guidelines (30%):</b>	<ul style="list-style-type: none"> <li>• Main response is posted by Day 3.</li> <li>• <b>Main response is no less than 250 content words, not including references.</b></li> <li>• Reply to at least two of their classmates by Day 7.</li> <li>• <b>Responses to classmates are at least 100 content words.</b></li> </ul>
<b>Clarity, Organization &amp; Professionalism Guidelines (20%):</b>	<ul style="list-style-type: none"> <li>• Responses were organized and logical.</li> <li>• No spelling or grammatical errors.</li> <li>• References were used and cited properly.</li> <li>• Appropriate language, respect and consideration toward peers/instructor.</li> </ul>

### Homework Assignments

Assigned problems should demonstrate an understanding and thorough application of chapter objectives. You will complete your homework for weeks 1-7 in Microsoft Excel, and the week 7 writing assignment in Microsoft Word, in the templates provided. Your work must be organized and properly formatted (in numeric solutions, please highlight your answer). **Name your assignment file as 'lastnameinitial-FINC600-Week#'**, and submit **by midnight ET, Day 7**.

Your grade earned for the homework assignments will be based on the following Homework Grading Criteria:

Grade	Exercises/Problems Grading Criteria
<b>90-100%</b>	<ul style="list-style-type: none"> <li>• Assigned exercises/problems are completed in full.</li> <li>• Work demonstrates effective application of the concepts/principles covered in the chapter.</li> <li>• Work thoroughly explains answers and calculations.</li> <li>• Solutions are calculated with no errors or insignificant errors.</li> </ul>
<b>80-89%</b>	<ul style="list-style-type: none"> <li>• Assigned exercises/problems are completed in full or are significantly complete.</li> <li>• Work demonstrates effective application of most concepts/principles covered in the chapter.</li> <li>• Work thoroughly explains most answers and calculations.</li> <li>• Solutions are calculated with insignificant errors.</li> </ul>
<b>70-79%</b>	<ul style="list-style-type: none"> <li>• Assigned exercises/problems are mostly complete.</li> <li>• Work demonstrates effective application of some concepts/principles covered in the chapter.</li> <li>• Work explains some answers and calculations.</li> <li>• Solutions are calculated with significant errors.</li> </ul>
<b>60-69%</b>	<ul style="list-style-type: none"> <li>• Assigned exercises/problems are fairly complete.</li> <li>• Work demonstrates effective application of a few concepts/principles covered in the chapter.</li> <li>• Work explains a few answers and calculations.</li> <li>• Solutions are calculated with significant errors.</li> </ul>
<b>0-59%</b>	<ul style="list-style-type: none"> <li>• Assigned exercises/problems are less than 50% complete.</li> <li>• Work does not demonstrate effective application of the concepts covered in the chapter.</li> <li>• Work submitted does not thoroughly explain answers and calculations.</li> <li>• Solutions are not calculated or are calculated with significant errors.</li> </ul>

### Writing Assignment

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The writing assignment will demonstrate writing across the curriculum responding to the topic selected in a 500-700 words paper. Refer to the Grading Criteria for specifics in content, organization, writing style, grammar, and APA 6.0 format. Please name your assignment file as "lastnamefirstinitial-FINC600-WA7", and submit **by midnight ET, Day 7**.

**You are required to have your writing assignment reviewed by Turnitin before you submit it to the professor, and submit the report along with your paper.** Please review the Turnitin section at the end of the Syllabus. Additional setup and use instructions are available in Announcements.

Your assignment will be evaluated according to the following Writing Assignment Grading Criteria:

Guidelines	Written Assignment Requirements
<b>Content (60%)</b>	<ul style="list-style-type: none"> <li>• Responses demonstrate a clear understanding of the key elements of assignment questions.</li> <li>• Responses thoroughly cover the elements in a substantive manner.</li> <li>• Response demonstrates critical thinking and analysis.</li> <li>• Content is complete and accurate.</li> <li>• Introduction and conclusion provides adequate information on the given topic.</li> </ul>
<b>Organization (20%)</b>	<ul style="list-style-type: none"> <li>• Paper structure is clear and easy to follow.</li> <li>• Ideas flow in a logical sequence.</li> <li>• Introduction provides a sound introduction to the topic and previews major points.</li> <li>• Paragraph transitions are logical and support the flow of thought throughout the paper.</li> <li>• The conclusion thoroughly reviews the major points.</li> </ul>
<b>Writing Style, Grammar, APA Format (20%)</b>	<ul style="list-style-type: none"> <li>• Sentences are well constructed, complete, clear, and concise.</li> <li>• Words used are specific and unambiguous.</li> <li>• The tone is appropriate to the content and assignment.</li> <li>• Grammar, spelling and punctuation are correct.</li> <li>• APA guidelines (6th edition) are followed, such as headers, citations, references, etc.</li> <li>• Effective use of aids, such as sections, summaries, table of contents, indices, and appendices (if appropriate)</li> </ul>

### Practice Quizzes (Extra Credit)

The primary objective for the Practice Quizzes is to assist you into mastering financial concepts and applications. These questions will be highly beneficial for the Week 4 and Week 8 Quizzes. They consist of 15 multiple choice questions (Week 4 has 10 questions), and are accessible one-time for a period of 90 minutes. To qualify for the "Extra Credit", the quiz must be submitted by **midnight ET, Day 7**.

**Note:** *The practice quiz can be taken after the weekly due date; however, it will not count towards the Extra Credit of 1% towards your total grade. This can be a difference of a higher letter grade!!*

### Week 4 Quiz

The Week 4 Quiz includes 25 Questions (combination of Multiple Choice and Short-Answer questions) from Chapters 1-10. The quiz is accessible only once, for a period of 2 hours. **Submit by midnight ET, Week 4, Day 7.** **Please note:** I manually grade the short answer essay questions.

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### Week 8 Quiz

The Week 8 Quiz will consist of 25 Questions (combination of Multiple Choice and Short-Answer questions) from Chapters 11-15, 18, and 19. The quiz will be accessible only once for a period of 2-hours. Once the quiz is accessed, you will not be able to access it again if you disconnect. The Week 8 Quiz is due **by midnight ET, Week 8, Day 6.** Please note: I manually grade the short answer essay questions.

### Submission of assignments and grading

Be sure to turn in assignments and quizzes on time. Assignments will be graded within five days after the end of the week, according to APUS policy. If your assignment is submitted after the weekly grading, it will grade it during the next grading period for our class. It is preferred that students visit the class each week and submit assignments during the week they are due. **Assignments submitted three days after their due date will be assessed a 10% late penalty.**

Refer to the Student Handbook for policies relevant to academic honesty and other procedures and policies related to this course. Refer to Online Resource Center for any research assistance. Plagiarized papers or incidents of academic dishonesty will receive an F.

### APUS Grading System

Grade	Quality Points/ Grading Percent
A	4.0/ 100 - 94
A-	3.67/ 93 - 90
B+	3.33/ 89 - 87
B	3.0/ 86 - 84
B-	2.67/ 83 - 80
C+	2.33/ 79 - 77
C	2.0/ 76 - 73
C-	1.67/ 72 - 70
D+	1.33/ 69 - 67
D	1.0/ 66 - 64
D-	.67/ 63 - 60
F	0.0/ 59 - 0

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## 8 – Week Course Outline

Please see the [Student Handbook](#) to reference the University's grading scale

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<b>Week</b>	<b>Topic</b>	<b>Learning Objectives</b>	<b>Readings</b>	<b>Assignment</b>
<b>1</b>	<p><b>Goals and Governance of the Firm</b></p> <p><b>How to Calculate Present Values</b></p> <p><b>Valuing Bonds</b></p>	<p><b>LO 1:</b> Assess the role of finance in a corporate structure and the functions of financial markets.</p> <p><b>LO 2.</b> Apply present value concepts in capital investments and valuation of common stocks.</p> <p><b>LO 3:</b> Justify the relationship between bond prices and interest rates.</p>	<p><b>Text Readings:</b> Brealey, Chapters 1-3</p> <p><b>In Course Materials:</b> Homework Template Selected Practice Problems PPT Chapter 1-3</p> <p><b>Publisher Resources:</b> <a href="#">McGraw-Hill Online Learning Center Finance Concept Modules</a></p>	<p><b>Introduction Post:</b> (min 250 words) Introduce yourself to the class. Tell us about your goals, interests, and what you want to accomplish in learning.</p> <p><b>Forum Post:</b> (min 250 words) If a financial institution is caught up in a financial scandal, would you expect its value to fall by more or less than the amount of any fines and settlement payments?</p> <p>Submit your main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.</p> <p><b>Homework Problems:</b> Chapter 1: 1-6, 1-8 Chapter 2: 2-9, 2-12 Chapter 3: 3-3, 3-4</p> <p>Submit by midnight ET, Day 7.</p> <p><b>Practice Quiz (Extra Credit):</b> 15 multiple choice questions from Chapter 1-3. This will prepare you for the quiz in Week 4. Submit by Day 7, midnight ET.</p>
<b>2</b>	<p><b>The Value of Common Stocks</b></p> <p><b>Net Present Value</b></p>	<p><b>LO 2.</b> Apply present value concepts in capital investments and valuation of common</p>	<p><b>Text Readings:</b> Brealey, Chapters 4-6</p>	<p><b>Forum Post:</b> Respond to the following: "You say stock price equals the present value of future</p>

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Week	Topic	Learning Objectives	Readings	Assignment
	<p><b>and Other Investment Criteria</b></p> <p><b>Making Investment Decisions with the Net Present Value Rule</b></p>	<p>stocks.</p> <p><b>LO 4.</b> Explain capital investment process and apply investment measurements used in project decision making.</p>	<p><b>In Course Materials:</b>            Homework Template            Selected Practice Problems            PPT Chapter 4-6</p> <p><b>Publisher Resources:</b>  <a href="#">McGraw-Hill Online Learning Center</a>  <a href="#">Finance Concept Modules</a></p>	<p>dividends? That's crazy! All the investors I know are looking for capital gains."</p> <p>Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.</p> <p><b>Homework Problems:</b>            Chapter 4: 4-10, 4-12            Chapter 5: 5-9, 5-16            Chapter 6: 6-2, 6-13</p> <p>Submit by midnight ET, Day 7.</p> <p><b>Practice Quiz (Extra Credit):</b>            15 multiple choice questions from Chapter 4-6 to prepare you for the quiz in Week 4. Due by Day 7, midnight ET.</p>
3	<p><b>Introduction to Risk and Return</b></p> <p><b>Portfolio Theory and the Capital Asset Pricing Model</b></p>	<p><b>LO 5.</b> Evaluate the effects of risk and return as it relates to cost of capital and capital budgeting decisions.</p> <p><b>LO 6.</b> Examine portfolio theory and capital asset pricing model.</p>	<p><b>Text Readings:</b>            Brealey, Chapters 7-8</p> <p><b>In Course Materials:</b>            Homework Template            Selected Practice Problems            PPT Chapter 7,8</p> <p><b>Publisher Resources:</b>  <a href="#">McGraw-Hill Online Learning Center</a>  <a href="#">Finance Concept Modules</a></p>	<p><b>Forum Post:</b>            Investors demand higher expected rates of return on stocks with more variable rates of return. Explain.</p> <p>Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.</p> <p><b>Homework Problems:</b>            Chapter 7: 7-2, 7-11            Chapter 8: 8-6, 8-18</p> <p>Submit by midnight ET, Day</p>



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<u>Week</u>	<u>Topic</u>	<u>Learning Objectives</u>	<u>Readings</u>	<u>Assignment</u>
				7.  <b>Practice Quiz (Extra Credit):</b> 15 multiple choice questions from Chapter 7-8 to prepare you for the quiz in Week 4. Submit by Day 7, midnight ET.
4	<b>Risk and Cost of Capital</b>  <b>Project Analysis</b>	<b>LO 5.</b> Evaluate the effects of risk and return as it relates to cost of capital and capital budgeting decisions.	<b>Text Readings:</b> Brealey, Chapters 9,10  <b>In Course Materials:</b> Selected Practice Problems  PPT Chapter 9,10  <b>Publisher Resources:</b> <a href="#">McGraw-Hill Online Learning Center Finance Concept Modules</a>	<b>Forum Post:</b> Suppose a firm uses its company cost of capital to evaluate all projects. Will it underestimate or overestimate the value of high-risk projects?  Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.  <b>Homework Problems:</b> Chapter 9: 9-2, 9-16 Chapter 10: 10-2, 10-14  Due by midnight ET, Day 7. <b>Practice Quiz (Extra Credit):</b> 10 multiple choice questions from Chapter 9-10 to prepare you for the quiz in Week 4. Submit by Day 7, midnight ET.  <b>Week 4 Quiz</b> 25 Questions from Chapters 1-10. The quiz is accessible only once, for a period of 2-hours. <b>Submit by midnight ET, Day 7.</b>
5	<b>Efficient Markets</b>	<b>LO 7.</b> Assess and apply	<b>Text</b>	<b>Forum Post:</b>

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<u>Week</u>	<u>Topic</u>	<u>Learning Objectives</u>	<u>Readings</u>	<u>Assignment</u>
	<p><b>and Behavioral Finance</b></p> <p><b>Payout Policy</b></p> <p><b>Does Debt Policy Matter?</b></p>	<p>the concept of market efficiency.</p> <p><b>LO 8.</b> Establish how companies decide on dividend payouts and its implications.</p> <p><b>LO 9.</b> Compare and contrast between operating leverage and financial leverage.</p>	<p><b>Readings:</b> Brealey, Chapters 11,12,13</p> <p><b>In Course Materials:</b> Selected Practice Problems</p> <p>PPT Chapter 11,12,13</p> <p><b>Publisher Resources:</b> <a href="#">McGraw-Hill Online Learning Center Finance Concept Modules</a></p>	<p>What are the most critical concepts involved with successful capital structure patterns. Can certain steps be overlooked? Why or why not?</p> <p>Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.</p> <p><b>Assignment:</b> Chapter 12: 12-6, 12-12 Chapter 13: 13-11, 13-14</p> <p>Submit by midnight ET, Day 7.</p> <p><b>Practice Quiz (Extra Credit):</b> 15 multiple choice questions from Chapter 11-13 to prepare you for the quiz in Week 8. Submit by Day 7, midnight ET.</p>
6	<p><b>How Much Should a Corporation Borrow</b></p> <p><b>Financing and Valuation</b></p>	<p><b>LO 10.</b> Illustrate the influence of taxes on the choice of capital structure.</p> <p><b>LO 11.</b> Solve financial ratios and interpret financial results within a competitive environment.</p>	<p><b>Text Readings:</b> Brealey, Chapters 14,15</p> <p><b>In Course Materials:</b> Selected Practice Problems</p> <p>PPT Chapter 14,15</p> <p><b>Publisher Resources:</b> <a href="#">McGraw-Hill Online Learning Center Finance Concept</a></p>	<p><b>Forum Post:</b> How can a firm utilize leveraging to maintain a high level of competition?</p> <p>Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.</p> <p><b>Homework Problems:</b> Chapter 14: 14-2, 14-24 Chapter 15: 15-6, 15-9</p>

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Week	Topic	Learning Objectives	Readings	Assignment
			<a href="#">Modules</a>	Submit by midnight ET, Day 7.  <b>Practice Quiz (Extra Credit):</b> 15 multiple choice questions from Chapter 14-15 to prepare you for the quiz in Week 8. Submit by Day 7, midnight ET.
7	<b>Financial Analysis</b>  <b>Financial Planning</b>	<b>LO 11.</b> Solve financial ratios and interpret financial results within a competitive environment.  <b>LO 12.</b> Develop financial forecasts, cash budgets and evaluate the financial planning process.	<b>Text Readings:</b> Brealey, Chapters 18,19  <b>In Course Materials:</b> Selected Practice Problems  PPT Chapter 18,19  <b>Publisher Resources:</b> <a href="#">McGraw-Hill Online Learning Center Finance Concept Modules</a>	<b>Forum Post:</b> What role does financial planning play for a competitive firm?  Submit main response by midnight ET, Day 3, and respond to at least two other students' posts by midnight ET, Day 7. Refer to FORUM Grading Rubric.  <b>Homework Problems:</b> Chapter 18: 18-2, 18-23 Chapter 19: 19-11, 19-17  Submit by midnight ET, Day 7.  <b>Writing Assignment:</b> How can Economic Value Added (EVA) statements be used to improve financial statement reporting, results, and success? What are some problems found with EVA?  Submit a 500-700 word response in APA 6th ed. format. Reference Writing Assignment Guidelines for

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<u>Week</u>	<u>Topic</u>	<u>Learning Objectives</u>	<u>Readings</u>	<u>Assignment</u>
				requirements. Submit by midnight ET, Day 7.  <b>Practice Quiz (Extra Credit):</b> 15 multiple choice questions from Chapter 18-19 to prepare you for the quiz in Week 8. Submit by Day 7, midnight ET.
8	Quiz	LO 1-12	All Assigned Readings	<b>Forum Post:</b> In 250 words, which concepts presented in this course were most important to you? How will this course benefit your personal and/or professional development? What did you find most beneficial about the course?  <b>Week 8 Quiz:</b> 25 Questions from Chapters 12-15, 18-19. The quiz is accessible only once, for a period of 2-hours. <b>Submit by midnight ET, Day 6.</b>

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### Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

**Citation and Reference Style**

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Note: Students will follow the [APA 6<sup>th</sup> edition](#) as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA 6<sup>th</sup> edition.

### **Late Assignments**

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact your instructor before the due date to discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

### **Netiquette**

Online universities promote the advancement of knowledge through positive and constructive debate - both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting - basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the fun and excitement of learning, and that does not include descent to personal attacks or student attempts to stifle the discussion of others.

Humor Note: Despite the best of intentions, jokes and – especially - satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), : ), ☺, etc.

### **Disclaimer Statement**

Course content may vary from the outline to meet the needs of this particular group.

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## **Academic Services**

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and are generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to [librarian@apus.edu](mailto:librarian@apus.edu).

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collections of our professors’ publications, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the Online Library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.

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- **Tutor.com:** AMU and APU Civilian and Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-on-one with your tutor in your online classroom on your specific problem until it is done.

**Request a Library Guide for your course** (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. These are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., ACCT100) or class name.

If a guide you need is not available yet, let us know by emailing the APUS Library: [librarian@apus.edu](mailto:librarian@apus.edu).

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### Turnitin.com

You are required to have your writing assignment reviewed by Turnitin before you submit it to the professor. Please review **the week 1 Announcement** for Turnitin Instructions.

Turnitin.com is an excellent resource to check the content and quality of writing assignments and to avoid plagiarism. Students are required to create an account and submit all writing assignments to [Turnitin.com](http://Turnitin.com). An Originality Report will be generated upon paper submission, which must be submitted with your assignment. **Writing Assignments will not be graded if the Originality Report is not submitted to the assignment drop box with the assignment.** Your instructor will provide you with a course ID and password to enroll in the class.

The Originality report does not actually recommend changes. It does point out where you may need to add a citation or quotation marks (if not already cited). Once you use it a few times, you will appreciate this tool, as it will assist you in improving quality and content, as well as avoid plagiarism. Your goal is to keep direct quotations to a minimum and to make sure that you do not just cut and paste material. Ensure that all your references are cited. **A report less than 20% similarity index is acceptable for graduate level work.**

### Turnitin access codes

class ID: 6270856 **See course Announcement for details**  
password: apr2013