

**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.

# HCAD698 16

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## Course Summary

**Course :** HCAD698 **Title :** Situational Experiences for Healthcare Administrators

**Length of Course :** 16 **Faculty :**

**Prerequisites :** HCAD500, HCAD652 **Credit Hours :** 4

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## Description

### Course Description:

This advanced course offers students the chance to participate in simulations of experiences they will face as a health administrator. Students will utilize course software to make decisions regarding health care delivery systems, ethical situations, financial obstacles faced in healthcare organizations and build leadership skills. This course will provide an opportunity to apply the skills learned in previous classes in a simulation setting. (Prerequisite: HCAD500 and HCAD652)

### Course Scope:

The scope of this course will be to connect theory and application, to the foundation of healthcare administration. The course will involve a series of simulation experiences, to build knowledge and skills in the field of healthcare administration.

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## Objectives

The APUS Master of Science in Healthcare Administration is seeking accreditation through the Commission on the Accreditation of Healthcare Management Education (CAHME). One requirement for being accredited is that "The Program will adopt a set of competencies that align with the mission and types of jobs graduates enter. The Program will use these competencies as the basis of its curriculum, course content, learning objectives and teaching and assessment methods (CAHME Eligibility Requirements and Accreditation Criteria Revisions, Section III.A.1). The competencies identify the most important types of knowledge and skills that APU's Graduate Healthcare Administration students are expected to acquire and develop, and they serve as the basis on which students' performance is assessed throughout their time in their program of study. Specifically, the combination of competencies and performance assessments based on the competencies seek to answer the question: What are the most important knowledge and skills that students should demonstrate at graduation based on the learning experiences offered during the program. Accordingly, APU's Master of Science in Healthcare Administration, through the feedback of the programs advisory council and faculty have adopted the American College of Healthcare Executives' (ACHE's) Leadership Competencies for Healthcare Services Managers.

The domain and associated competencies that will be utilized for performance assessment in this course are:

1. Leadership

1. Leadership Skills & Behavior
  2. Leading Change
2. Communications and Relationship Management
  1. Relationship Management
  2. Communication Skills & Engagement
  3. Facilitation & Negotiation
3. Profession and Social Responsibility
  1. Ethical Conduct & Social Consciousness
4. Health & Healthcare Environment
  1. Health Systems & Organizations
  2. Health Workforce
5. Business
  1. General Management
  2. Laws & Regulations
  3. Human Resource Management

Course Objective	Competencies & Performance Levels	Assessment
Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.	<ol style="list-style-type: none"> <li>1. Leadership Skills &amp; Behavior (C)</li> <li>2. Leading Change (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Interview with a Leader Assignment</li> <li>• Final Presentation</li> </ul>
Apply management principles and skills to the management of the organization's daily operations.	<ol style="list-style-type: none"> <li>1. General Management (C)</li> <li>2. Laws &amp; Regulations (C)</li> <li>3. Human Resource Management (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Final Presentation</li> </ul>
Analyze an organizations strengths and weakness in functioning as a high reliability organization.	<ol style="list-style-type: none"> <li>1. Health Systems &amp; Organizations (C)</li> <li>2. Health Workforce (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Final Presentation</li> </ul>

Course Objective	Competencies & Performance Levels	Assessment
Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.	<ol style="list-style-type: none"> <li>1. Health Systems &amp; Organizations (C)</li> <li>2. Health Workforce (C)</li> <li>3. Relationship Management (C)</li> <li>4. Communication Skills &amp; Engagement (C)</li> <li>5. Facilitation &amp; Negotiation (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Final Presentation</li> </ul>
Critique the organization's workforce characteristics.	<ol style="list-style-type: none"> <li>1. Health Workforce (C)</li> <li>2. Human Resource Management (C)</li> <li>3. Ethical Conduct &amp; Social Consciousness (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Final Presentation</li> </ul>
Examine the organization's fiscal operations and financial profile.	<ol style="list-style-type: none"> <li>1. Health Systems &amp; Organizations (C)</li> <li>2. General Management (C)</li> </ol>	<ul style="list-style-type: none"> <li>• Simulations</li> <li>• Discussion Forums</li> <li>• Final Presentation</li> </ul>

## Outline

### Week 1: Leadership Skills and Behaviors

#### Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

#### Required Readings

- [Leadership styles](#)
- [Using Leadership Competencies to Develop Talents into Strengths](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 1: Behavior Influences. Purchase required for those not covered by the Book Grant.

#### Assignments

1. Introduction Forum
2. Week 1 Forum
3. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 1: Behavior Influences. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading

Recommended Media

### **Week 2: Relationship Management**

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#### Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

#### Required Readings

- [9 Ways to Enhance Top-Down Communication](#)
- [The most effective leadership style for the new landscape of healthcare](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 2: Group Development. Purchase required for those not covered by the Book Grant.

#### Assignments

1. Week 2 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 2: Group Development. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading

Recommended Media

### **Week 3: Driving Innovation**

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#### Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

CO2: Apply management principles and skills to the management of the organization's daily operations.

#### Required Readings

- [Organizational leadership for building effective health care teams](#)
- [PRACTITIONER APPLICATION: Examining the Healthcare Administrator's Perspective on "Teamness" in Primary Care](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 3: Teams & Team Building. Purchase required for those not covered by the Book Grant.

#### Assignments

1. Week 3 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 3: Teams & Team Building. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## Week 4: Leadership Skills & Behavior

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Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

Required Readings

- [Healthcare organizational performance: why changing the culture really matters. Commentary.](#)
- [Assessing organizational culture and employee satisfaction at a healthcare facility](#)
- [The relationship between organizational culture and performance in acute hospitals](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 4: Leadership. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 4 Discussion Forum
2. Interview with a Leader Assignment
3. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 4: Leadership. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## Week 5: Information Management

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Learning Outcomes

CO2: Apply management principles and skills to the management of the organization's daily operations.

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

Required Readings

- [Healthcare IT's future](#)
- [Supporting Modern Healthcare Delivery with Secure Mobile Health IT. Medical Design Technology](#)
- [Information technology \(IT\) and the healthcare industry: A SWOT analysis.](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 5: The New system. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 5 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 5: The New system. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## **Week 6: Health Systems & Financial Management**

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Learning Outcomes

CO2: Apply management principles and skills to the management of the organization's daily operations.

CO6: Examine the organization's fiscal operations and financial profile.

Required Readings

- [Visions of Modern Integrative Health Care Delivery](#)
- [The New Age of Patient Transparency](#)
- [Rural Health Strategies Beyond Telehealth](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 6: Financial Issues. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 6 Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 6: Financial Issues. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## **Week 7: Quality Improvement**

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Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

CO2: Apply management principles and skills to the management of the organization's daily operations.

CO3: Analyze an organizations strengths and weakness in functioning as a high reliability organization.

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

Required Readings

- [The future of healthcare has arrived: who dares take up the challenge?](#)
- [The Future of Healthcare Has Arrived - and It's D-to-C.](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 7: Customer Satisfaction. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 7 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 7: Customer Satisfaction. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## **Week 8: Public Health**

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Learning Outcomes

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

Required Readings

- [Teaching Population Health: Considerations for Educating the Future Healthcare Administration Workforce](#)
- [What is population health management? Exploring a structured sequence to create new approaches to population health management](#)
- [Population Health](#)
- [Economic Stress and Well-Being: Does Population Health Context Matter?](#)
- [Predicting Patients' Next Healthcare Moves: How HIT Stakeholders are Keying in on Advanced Population Health Management](#)
- [Population Health Management](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 8: Expansion. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 8 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 8: Expansion. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

## **Week 9: Strategic Planning**

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Learning Outcomes

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

Required Readings

- [Kindred Healthcare SWOT Analysis, 1–9](#)
- [Information technology \(IT\) and the healthcare industry: A SWOT analysis](#)
- [THE IMPORTANCE OF STRATEGIC LEADERSHIP IN HEALTHCARE MANAGEMENT](#)
- [How to perform a SWOT analysis](#)
- [SWOT Analysis](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 9: Equipment Purchase. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 9 Discussion Forum

## 2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 9: Equipment Purchase. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

### **Week 10: Systems Thinking**

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Learning Outcomes

CO3: Analyze an organizations strengths and weakness in functioning as a high reliability organization.

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

Required Readings

- [Exploring the Interface Between Healthcare Design and High-Reliability Organization Initiatives](#)
- [New tools for high reliability healthcare](#)
- [Leading for Safety: A Blueprint for Success](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 10: Stockpiling. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 10 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 10: Stockpiling. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading  
Recommended Media

### **Week 11: Personal & Professional Accountability**

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Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

Required Readings

- [Leading Yourself](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 11: Labor & Delivery Services. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 11 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 11: Labor & Delivery Services. Purchase required for those not covered by the Book Grant.

3. LinkedIn Profile

Recommended Optional Reading

Recommended Media

## Week 12: Ethical Conduct & Social Consciousness

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Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

Required Readings

- [The Ethics of Efficiency: Are these complementary or competing values for the healthcare executive?](#)
- [A New Synthesis](#)
- [Use of evidence-based management in healthcare administration decision-making.](#)
- [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 12: Confidentiality. Purchase required for those not covered by the Book Grant.

Assignments

1. Week 12 Discussion Forum
2. [Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior](#)

Week 12: Confidentiality. Purchase required for those not covered by the Book Grant.

Recommended Optional Reading

Recommended Media

## Week 13: Financial Management

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Learning Outcomes

CO6: Examine the organization's fiscal operations and financial profile.

Required Readings

- [The happy marriage of hospital finance and frontline operations](#)
- [Analyzing financial performance in the new world. Healthcare Financial Management](#)
- [Does innovation influence the performance of healthcare organizations? Innovation](#)
- [THE FUTURE OF HEALTHCARE FINANCE: Focusing Your Strategies Amid Uncertainty.](#)
- [Transforming the Patient Experience](#)

Assignments

1. Week 13 Discussion Forum

Recommended Optional Reading

Recommended Media

## Week 14: Human Resource Management

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Learning Outcomes

CO5: Critique the organization's workforce characteristics.

Required Readings

- [Why Implement An Integrated Contingent Workforce Management Model?: Top reasons. HR Strategy and Planning Excellence Essentials](#)
- [Using Leadership Competencies to Develop Talents into Strengths](#)
- [Workforce management in healthcare: Scheduling, cross -training, and real -time schedule adjustment](#)
- [Hospitals aim to cultivate management skills of the future on the front line.](#)

## Assignments

1. Week 14 Discussion Forum

Recommended Optional Reading

Recommended Media

## Week 15: Career Planning

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### Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

CO2: Apply management principles and skills to the management of the organization's daily operations.

CO3: Analyze an organizations strengths and weakness in functioning as a high reliability organization.

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

CO5: Critique the organization's workforce characteristics.

CO6: Examine the organization's fiscal operations and financial profile.

### Required Readings

- [Effective Ways to Broaden Your Career](#)
- [You Got the Job-Now What?](#)

## Assignments

1. Week 15 Discussion Forum
2. Final Presentation
3. Resume Review

Recommended Optional Reading

Recommended Media

## Week 16: Career Planning

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### Learning Outcomes

CO1: Hypothesize the impact of leadership styles and behavior on organizational culture and the leader's ability influence the organization's ability to fulfill its mission.

CO2: Apply management principles and skills to the management of the organization's daily operations.

CO3: Analyze an organizations strengths and weakness in functioning as a high reliability organization.

CO4: Implement plans for the patient population served, model of healthcare delivery, clinical services, and level of care provided by the organization.

CO5: Critique the organization's workforce characteristics.

CO6: Examine the organization's fiscal operations and financial profile.

Required Readings

Assignments

1. Week 16 Discussion Forum

Recommended Optional Reading

Recommended Media

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## Evaluation

### Grading:

Name	Grade %
Discussions	15.00 %
Week 1: Introductions	0.88 %
Week 1: Leadership	0.88 %
Week 2: Conflict Resolution	0.88 %
Week 3: Driving Innovation	0.88 %
Week 4: Leadership Skills & Behaviors	0.88 %
Week 5: Information Management	0.88 %
Week 6: Health Delivery Systems and Financial Management	0.88 %
Week 7: Quality Improvement	0.88 %
Week 8: Public Health	0.88 %
Week 9: Strategic Planning	0.88 %
Week 10: Systems Thinking	0.88 %
Week 11: Personal and Professional Accountability	0.88 %
Week 12: Ethical Conduct and Social Consciousness	0.88 %
Week 13: Financial Management	0.88 %
Week 14: Human Resource Management	0.88 %
Week 15: Career Planning	0.88 %
Week 16: Career Planning	0.88 %
Practicum Project & Presentation	40.00 %
Final Presentation: Research Project of a Healthcare Organization	40.00 %
Simulations	25.00 %
Week 2- Group Development Simulation	2.08 %
Week 3- Teams & Team Building Simulation	2.08 %
Week 1- Behavior Influences Simulation	2.08 %
Week 4- Leadership Simulation	2.08 %
Week 5- The New System Simulation	2.08 %
Week 6- Financial Issues Simulation	2.08 %

Week 7- Customer Satisfaction Simulation	2.08 %
Week 8- Expansion Simulation	2.08 %
Week 9- Equipment Purchase Simulation	2.08 %
Week 10- Stockpiling Simulation	2.08 %
Week 11- Labor & Delivery Services Simulation	2.08 %
Week 12- Confidentiality Simulation	2.08 %
Interview with a Leader	10.00 %
Interview with a Leader	10.00 %
Resume Review	10.00 %
Resume Review	10.00 %

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## Materials

**Book Title:** Navigate 2 Scenario- Health Care Delivery/Health Care Ethics/Organizational Behavior (Product Description-<http://www.navigate2scenario.com/>) Material available for purchase at- <http://www.jblearning.com/cart/default.aspx?bc=22259-3>

**Author:**

**Publication Info:** Jones & Bartlett

**ISBN:** 9781284222593

**Book Title:** Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

**Author:**

**Publication Info:**

**ISBN:** ERESERVE NOTE

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## Course Guidelines

**Citation and Reference Style:** Students will follow the American Psychological Association (APA) manual (7th 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 manual (7th ed). See <http://www.apastyle.org> and <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. Also see the APUS APA Style web page. This is a great resource to bookmark!

**Websites:** Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.

**Documents/Files:** When uploading assignments, make sure they are in doc, docx, or RTF format. Make sure to properly format papers (or PowerPoint) with a cover sheet. Use black 12 Times New Roman, Arial, or

another appropriate font. Adhere to the essentials of Standard American English grammar, word choice, spelling, and punctuation and APA 7th edition.

## **Plagiarism**

Plagiarism is a serious violation of APUS's code of academic conduct. The Student handbook explains specific policies and penalties. Here is the link to the policy: <http://www.apus.edu/student-handbook/university-policies-and-honor-code/academic-dishonesty.html>

Additionally, the School of Education offers further clarification. Specifically, all students in this course are to follow these guidelines:

- Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.
- Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work, without permission or citation. These are published by the instructors, who properly cite the sources of any externally published sources.
- Do not insert parts of previous students' work or current students' work into your own work, without permission and/or citation.

You are expected to use your own words to demonstrate your understanding of the content of this course. While it is appropriate to reference experts and outside resources, students should do so judiciously to avoid simply summarizing and paraphrasing what all other sources have stated about a given topic. Remember to always cite any work that is not your own intellectual property. Failure to do so may result in failing an assignment and/or course; and ultimately may result in being removed from the program due to a violation of professional dispositions.

## **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 me before the due date so we can 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. Forums 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 rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- Technology Limitations: While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- 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: ;-), :), J

## **Forums**

Students are required to participate in the forums each week. Replies must be posted in the week due and replies after the end of each week will not be graded. The Forums are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions. Students should demonstrate their own knowledge in the forums and avoid copying and pasting from websites.

Guidelines:

- Post the initial response to each forum by 11:55pm, ET, Wednesday.
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to more than (2) of your classmates in each forum by 11:55pm, ET, Sunday.
- Responses to classmates are significant to advance the forum. An initial post must precede the response posts to peers.

An initial post received after Wednesday 11:55 pm will receive a 10% deduction for each day, for 3 days, prior to forum being graded. This means the highest grade possible for a late submission of 3 days, is 70%. However, response posts are due by Sunday 11:55 pm. If response posts are not submitted by this time, the discussion is over. Therefore, no points can be awarded for collaboration, and the highest grade possible for late submission past 3 days is 60%.

### **Assignment and Coursework Grading Policy**

Students are expected to submit classroom assignments by the designated due date and to complete the course according to the published class schedule. Failure to submit coursework by the designated due date will result in a 10 percent (10%) penalty per day until three (3) days after the coursework is due. Therefore, after three (3) days the maximum grade the student can achieve with a late submission will be a grade of 70% ("C-"). If a student is ill, has a family crisis, or will miss scheduled coursework deadlines for any reason, the student shall notify the instructor in advance if at all possible. Assignments will not be accepted more than 7 days past the due date, unless arrangements have been made in advance of the due date with the instructor.

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

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## **Communications**

### **Student Communication**

To reach the instructor, please communicate through the MyClassroom email function accessible from the Claslist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

### **Instructor Communication**

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
- Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).

- The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
  - Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.
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## University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

### Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

### Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

### Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.