

**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.

# PSYC699 16

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## Course Summary

**Course :** PSYC699 **Title :** Integrative Capstone Project in Psychology

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

**Prerequisites :** N/A **Credit Hours :** 3

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## Description

### Course Description:

This course is designed to guide students through a review of the content domains covered along the degree path of the Master of Arts in Psychology degree. It affords an opportunity to synthesize and articulate knowledge obtained during degree progression via the selection of multiple threads of inquiry and analysis of peer-reviewed, scholarly literature related to successfully completed coursework. The course requires informed library research and concise exposition. Students completing this phase of their degree will receive substantial guidance and support from their instructor and classmates throughout the course. NOTE: This course may not be taken until all other courses are COMPLETED and student has a 3.0 GPA.

### Course Scope:

The course involves the step-wise development of an evidence-based literature review in which students apply knowledge of psychological theory and demonstrate mastery of the program's learning outcomes.

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## Objectives

### Students successfully completing this course will:

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
  - Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
  - Construct a discipline-relevant research proposal
  - Evaluate scholarly resources pertinent to the discipline
  - Write competently in accordance with the standards of the American Psychological Association
  - Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
  - Apply the Ethical Principles of the American Psychological Association.
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## Outline

## Week 1:

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Construct a discipline-relevant research proposal
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

### Assignments

Week 1 Discussion: Introduction and Academic Interests

Week 1 Assignment: Formal Thesis Proposal

**IMPORTANT: Students are not to conduct any human subjects research for this course.**

### Recommended Optional Reading

[APUS Library Writing the Research Proposal](#)

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

### Recommended Media

[APUS Ask a Librarian](#)

Librarians are on duty 365 days a year, and we're here to help. Contact them using the method that's the most convenient for your busy schedule. They are available via email, text, and chat. They are also available for research consultations

Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

## Week 2:

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology

- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

#### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

#### Assignments

Assignment: Weekly Plan of Action and Progress

#### Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

#### Recommended Media

[Gathering Information](#)

[APUS Ask a Librarian](#)

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#### **Week 3:**

#### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

#### Required Readings

[APUS EOP Manual](#)

## [APUS Writing Resources APA Formatting](#)

### Assignments

Assignment: Weekly Plan of Action and Progress

Week 3 Assignment: Annotated Bibliography

Recommended Optional Reading

## [APUS Library Graduate Writing Resources](#)

### [APA Style Blog](#)

### [APUS Library The Writing Process](#)

Recommended Media

### [APUS Ask a Librarian](#)

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## **Week 4:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
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- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

### Required Readings

## [APUS EOP Manual](#)

## [APUS Writing Resources APA Formatting](#)

### Assignments

Assignment: Weekly Plan of Action and Progress

Recommended Optional Reading

## [APUS Library Graduate Writing Resources](#)

### [APA Style Blog](#)

## [APUS Library The Writing Process](#)

Recommended Media

### [APUS Ask a Librarian](#)

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## **Week 5:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

### Required Readings

#### [APUS EOP Manual](#)

#### [APUS Writing Resources APA Formatting](#)

### Assignments

Assignment: Weekly Plan of Action and Progress

Week 5 Assignment: Literature Review Outline

### Recommended Optional Reading

#### [APUS Library Graduate Writing Resources](#)

#### [APA Style Blog](#)

#### [APUS Library The Writing Process](#)

Recommended Media

### [APUS Ask a Librarian](#)

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## **Week 6:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
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- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

### Assignments

Assignment: Weekly Plan of Action and Progress

### Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

### Recommended Media

[APUS Ask a Librarian](#)

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## **Week 7:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning

- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

#### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

#### Assignments

Assignment: Weekly Plan of Action and Progress

#### Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

#### Recommended Media

[APUS Ask a Librarian](#)

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### **Week 8:**

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#### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
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- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

#### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

#### Assignments

Assignment: Weekly Plan of Action and Progress

Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

Recommended Media

[APUS Ask a Librarian](#)

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## **Week 9:**

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Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

Assignments

Assignment: Weekly Plan of Action and Progress

Week 9 Assignment: 1st Rough Draft

Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

Recommended Media



## [APUS Ask a Librarian](#)

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Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

### **Week 10:**

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#### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

#### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

#### Assignments

Assignment: Weekly Plan of Action and Progress

#### Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

#### Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

### **Week 11:**

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## Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

## Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

## Assignments

Assignment: Weekly Plan of Action and Progress

## Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

## Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

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## **Week 12:**

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## Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

## Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

## Assignments

Assignment: Weekly Plan of Action and Progress

## Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

## Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

## **Week 13:**

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## Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

## Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

## Assignments

Assignment: Weekly Plan of Action and Progress

Week 13 Assignment: Revised Draft

## Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

## **Week 14:**

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Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

Assignments

Assignment: Weekly Plan of Action and Progress

Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

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## **Week 15:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and practice within the field of psychology
- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

### Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

### Assignments

Assignment: Weekly Plan of Action and Progress

Week 15 Assignment: Final Literature Review

### Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

[APUS Library The Writing Process](#)

### Recommended Media

[APUS Ask a Librarian](#)

Librarians are on duty 365 days a year, and we're here to help. Contact them using the method that's the most convenient for your busy schedule. They are available via email, text, and chat. They are also available for research consultations

Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

## **Week 16:**

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### Learning Outcomes

- Analyze historical and contemporary trends occurring across multiple domains of theory, research, and

practice within the field of psychology

- Examine core concepts of psychology as related to normal and abnormal individual, social, cultural, and organizational functioning
- Evaluate scholarly resources pertinent to the discipline
- Write competently in accordance with the standards of the American Psychological Association
- Investigate professional opportunities, responsibilities, and challenges experienced by practitioners within the discipline
- Apply the Ethical Principles of the American Psychological Association.

Required Readings

[APUS EOP Manual](#)

[APUS Writing Resources APA Formatting](#)

Assignments

Week 16 Discussion: Reflection

Recommended Optional Reading

[APUS Library Graduate Writing Resources](#)

[APA Style Blog](#)

Recommended Media

[APUS Ask a Librarian](#)

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Text (304-400-6470)

[Email](#)

[Schedule a Research Consultation](#)

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## Evaluation

### Weekly Plan of Action and Progress Assignment

In this assignment, you will document your plan of action and progress for the literature review. For Weeks 2 through 15, use the provided form to document your course of action and progress in the Literature Review. The coursework requirements are listed.

By Sunday at 11:59pm EST of each week, you will need to update the plan to indicate what you have done and how much you accomplished, as well as your plan for the next week. There are no word count requirements for the plan. The plan must be understandable to others reading it (one word courses of action or progress will not suffice).

**This is an ungraded assignment; however, it is a requirement. Failure to document the plan or progress for any week on time will result in a 0 for the course.**

### Week 1 Assignment: Formal Thesis Proposal

The Formal Thesis Proposal must be approved before moving forward with any other steps in the literature

review. The proposal includes the title, thesis statement, and a description of what you are going to research and why you are researching it. It also includes an explanation of what you anticipate learning, how it applies to your professional interests, and its relevance to the field of psychology. The proposal must be relevant to graduate courses within your concentration at APUS. The proposal should be between 5-7 pages and completed by Sunday 11:55 PM EST. A title page, reference page, and general APA formatting are required. Please note that once a topic is approved, changes are not permitted.

### **Week 3 Assignment: Annotated Bibliography**

An annotated bibliography is an APA formatted listing and description of the sources used to develop the Integrated Project Literature Review. No further coursework will be accepted unless this assignment is submitted in Week 3.

Peer-reviewed and evidence-based articles (articles published in academic journals) must be used for the annotated bibliography. Each article must be a primary source, that is a single experiment conducted by the article author(s) only. Articles cannot be used if the author is writing about a topic in an essay style and/or if the article includes citations of multiple other authors' articles or summaries of multiple study findings in the same article.

The Week 3 Annotated Bibliography must include 24 peer-reviewed, evidence-based articles formatted as per APA guidelines. The annotated bibliography should be titled "References" centered at the top of the page, followed by the full APA citation of the article and a paragraph (4-6 sentences) describing the following:

1. Purpose of the study
2. Methodology
3. Findings
4. Relevance to the thesis topic

These paragraphs must be written in the student's own words. Quoting is not permitted for this assignment.

The annotated bibliography should be completed by Sunday 11:55 PM EST. A title page, reference page, and general APA formatting are required.

### **Week 5 Assignment: Literature Review Outline**

To develop a focused, thorough literature review, it is important to develop an outline to guide your work and organization throughout the process. The outline is an evolving document. As you progress through the course, you will likely adapt and revise the outline. The outline should be structured in a sentence outline format, with the identification of major points/themes and support for these points. Additional guidance and examples can be found in the APUS Writing Center at <https://www.apus.edu/apus-library/resources-services/Writing/writing-center/the-writing-process.html>

The outline should be completed by Sunday 11:55 PM EST. A title page, reference page, and general APA formatting are required.

### **Week 9 Assignment -1st Rough Draft**

The first draft of your literature review is due. This will allow you to receive substantive, detailed feedback from your instructor. The 30-40 page draft should be completed by Sunday 11:55 PM EST. General APA formatting is required. The rough draft should include all the elements of the final literature review. Details are provided in the Assignment tab.

### **Week 13 Assignment -Revised Draft**

The revised draft of your literature review is due. This will allow you to receive substantive, detailed feedback from your instructor. The 30-40 page draft should be completed by Sunday 11:55 PM EST. General APA formatting is required.

The revised draft should include all the elements of the final literature review, with revised areas in track changes. Details are provided in the Assignment tab.

## Week 15 - Final Integrative Capstone Literature Review

The 30-40 page Final Integrative Capstone Literature Review should be submitted by Sunday at 11:55pm EST. Details are provided in the Assignment tab.

**Grading Scale:** See the link <http://www.apus.edu/student-handbook/grading/index.htm> for the APUS grading scale.

### Grading Note:

Graduate students must earn a B- (80%) or better on their Capstone paper and a B- (80%) or better in their Capstone course to pass. Graduate students must have at least a 3.0 GPA to graduate.

### Grading:

Name	Grade %
Capstone Completion Verification	30.00 %
Capstone Verification	30.00 %
Discussions	10.00 %
Week 1: Introductions and Interests	1.43 %
Weeks 2-4: Plan of Action	1.43 %
Weeks 5-7: Plan of Action	1.43 %
Weeks 8-10: Plan of Action	1.43 %
Weeks 11-13: Plan of Action Forum	1.43 %
Weeks 14-15: Plan of Action	1.43 %
Week 16: Reflection	1.43 %
Assignments	60.00 %
Week 1 Assignment: Formal Thesis Proposal	6.22 %
Week 3 Assignment: Annotated Bibliography	11.19 %
Week 5 Assignment: Literature Review Outline	5.28 %
Week 9 Assignment -1st Rough Draft	11.19 %
Week 13 Assignment -Revised Draft	3.73 %
Week 15 - Final Integrative Capstone Literature Review	22.38 %

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## Materials

**Book Title:** There are no required books for this course.

**Author:** No Author Specified

**Publication Info:**

**ISBN:** N/A

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The End of Program Graduate Assessment Manual can be downloaded at <http://ezproxy.apus.edu/login?>



All evidence based published literature should be accessed in the APUS Online Library.

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## Course Guidelines

### Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework in the Psychology Department.
- Please note that no formal citation style is graded on forum assignments in the School of Arts & Humanities—only attribution of sources (please see details regarding forum communication below).

### Tutoring

[Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

### Late Assignments – APUS Late Policy

Students are expected to submit assignments by the due dates listed in the classroom. Late assignments, including but not limited to Assignments, Discussions, posts and responses, quizzes, and exams, may or may not be accepted after the course end date. Submitting an assignment after the due date may result in a penalty of up to 10% of the grade per day late, not to exceed a maximum 50% of the grade. The amount of the penalty is at the faculty member's discretion. Faculty recognize that students have limited time and may be more flexible if potential delays are communicated ahead of time.\*

\*Doctoral and Programs with specialty accreditation may have different late policies.

\*\*Students with DSA accommodations may have different late policies applied. For more information regarding our DSA services, please contact [DSA@apus.edu](mailto:DSA@apus.edu).

### Turn It In

Assignments are automatically submitted to Turnitin.com within the course. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

### Academic Dishonesty

Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

### Submission Guidelines

Some assignments may have very specific requirements for formatting (such as font, margins, etc.) and submission file type (such as .docx, .pdf, etc.). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

## Disclaimer Statement

Course content may vary from the outline to meet the needs of a particular group or class.

## Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, you are strongly discouraged from waiting until the due date to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree", even if wordy and thus, meets the length requirement, is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each other as colleagues. Hateful, aggressive, or hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.

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# Communications

## Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist 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 respond to student communications 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.