



Syllabus

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Edited in accordance with Western International University® editorial standards and practice

Instructor Information

Instructor:

Primary Number:

Office Hours:

Work Number:

Office Location:

E-mail:

Alternate E-mail:

Course Description

Class Meeting Schedule

	Day	Time	Date
• Class Meeting One:			
• Class Meeting Two:			
• Class Meeting Three:			
• Class Meeting Four:			
• Class Meeting Five:			
• Class Meeting Six:			
• Class Meeting Seven:			
• Class Meeting Eight:			

Topics

	Topic	Reading
• Class Meeting One:		
• Class Meeting Two:		
• Class Meeting Three:		
• Class Meeting Four:		
• Class Meeting Five:		
• Class Meeting Six:		
• Class Meeting Seven:		
• Class Meeting Eight:		

Course Learning Outcomes

Course Materials

Electronic Reserve Readings

If there are additional Electronic Reserve Readings, links are located in the Bookmarks section of your MyWest classroom.

Biographical Sketch of Faculty Member

Teaching/Learning Philosophy

Late Assignment Policy

Assignment Due Dates

Academic weeks begin on the day of the class meeting and end at 11:55PM AZ time the day before the following class meeting. All Class Readings and Assignments are due by the end of the specified academic week.

Submission of Assignments

All assignments should be submitted via MyAssignments listed under Student Tools in MyWest.

Discussion Question Due Dates

Monday Classes: Initial response due by 11:55PM AZ time on Wednesday; substantive responses due by 11:55PM Sunday.

Tuesday Classes: Initial response due by 11:55PM AZ time on Thursday; substantive responses due by 11:55PM Monday.

Wednesday Classes: Initial response due by 11:55PM AZ time on Friday; substantive responses due by 11:55PM Tuesday.

Thursday Classes: Initial response due by 11:55PM AZ time on Saturday; substantive responses due by 11:55PM Wednesday.

Friday Classes: Initial response due by 11:55PM AZ time on Sunday; substantive responses due by 11:55PM Thursday.

Saturday Classes: Initial response due by 11:55PM AZ time on Monday; substantive responses due by 11:55PM Friday.

Assignment Policies and Procedures

Discussion Questions

You will have weekly Discussion Questions (DQs) to complete. You are required to post an initial response to the DQs in the Discussion Question Forum on the Message Board in MyWest, followed by two additional posts that contribute to the discussion. Initial responses are due two days after the scheduled class session. The two substantive follow-up posts are due by the end of the academic week. You will only be able to see other students' responses to the DQ after you have posted your initial response. As you reply to others' initial DQ responses by asking questions, adding ideas, making connections to the readings, etc., you will be creating the substantive messages that will count toward your grade.

Grading Scale

West uses the following grading system to evaluate students' performance:

% Points	Grade	Grade Points	% Points	Grade	Grade Points
93 - 100	A	4.00	70 - 72	C -	1.67
90 - 92	A -	3.67	67 - 69	D +	1.33
87 - 89	B +	3.33	63 - 66	D	1.00
83 - 86	B	3.00	60 - 62	D -	0.67
80 - 82	B -	2.67	<60	F	0.00
77 - 79	C +	2.33		P	Pass
73 - 76	C	2.00		I	Incomplete

Incomplete Grade

An incomplete grade (I) may be issued when extenuating circumstances prevent a student from completing course requirements by the end of the session. A student must be passing the course and have met attendance requirements to be eligible for issuance of an incomplete. All incompletes may be assessed a penalty of one full letter grade by the faculty upon completion. Final grades for three credit courses must be submitted within eight weeks of the course completion date. During the incomplete period the posted Incomplete (I) is not factored into the cumulative GPA. Upon issuance of the earned grade, the GPA will be amended to reflect the earned grade for the course. The student record will permanently reflect both the "I" and the final grade earned (e.g. IB+, IB, IB-, IC+). Incomplete grades will revert to an F at the end of the incomplete period if the coursework is not completed. In the event that the student still wants credit for the course, the student must register for the course again and pay full tuition.

Note: Incompletes are not awarded for Independent Study courses or SSC 105.

Grades in the MyWest Classroom

Grades listed in the MyWest classroom under **Student Tools > My Grades** are not official. Official final grades can be located under the Services Tab of MyWest in the Academic Profile area.

Western International University Administrative Policies

Academic Conduct

Academic integrity is expected of all students. All West students are responsible for reading and upholding the Student Code of Conduct, which serves to designate the rules governing academic work so that a healthy community of learning is achieved. A healthy academic community is one in which an individual student's academic competency is measured and evaluated fairly and honestly and one in which no student is disadvantaged by someone else's dishonesty. All students are held to the Academic Conduct Expectations and Student Code of Conduct as listed in the University Catalog. The catalog can be found at west.edu.

Writing Style Handbook

Western International University's Writing Style Handbook contains formatting guidelines required in West's degree programs. The handbook is intended to provide basic examples of APA style modeled on the sixth edition of the Publication Manual of the American Psychological Association. It is not intended to provide detailed instructions about every situation that may arise. For further information on APA style, refer to <http://www.apastyle.org>. Western International University's Writing Style Handbook is located on MyWest in eMaterials Central under MyOffices.

Participation (Online Only)

Participation includes your active involvement in live lessons or the submission of an alternate assignment should you be unable to attend the live lesson. The alternate assignment shall be a 300 to 500 word (maximum) summary of your thoughts, opinions, and experiences that normally would have been interjected during the live lesson. Alternative assignments are due by 11:55PM AZ time the night prior to the next scheduled live session. Alternate assignments should be submitted through the appropriate entry under MyAssignments in MyWest.

On-campus participation is still based on your classroom experience.

Course Attendance

Course attendance requirements are as follows:

1. Students must post at least one attendance within the first seven calendar days of a course.
2. Students must post at least one attendance every 14 calendar days or will be administratively withdrawn from the course.

Attendance will be taken every time one of the following activities is completed by the student:

- Physically attending a class session on campus
- Attending a live online session
- Submitting the alternative assignment through MyWest after viewing a recorded session
- Submitting assignments through MyAssignments on MyWest
- Submitting exams or quizzes through MyAssessments on MyWest
- Answering or replying to discussion questions

On-campus Students are responsible for documenting their attendance by signing the class roster during class. All other attendance will be captured automatically as activities are completed. Attendance will be recorded on the date of the activity based on Arizona time.

Attendance guidelines outlined in this section present the minimum requirement for a student to be eligible to receive an earned grade in a course. Instructors may refuse to confirm attendance for a student who remains for only a portion of a class meeting. Students are encouraged to retain copies of all sent items related to attendance compliance until the course is complete and grades are issued.

Group Projects

The individualized learning model is paramount at Western International University. Students are graded on their individual work product, and academic success is achieved through individual initiative. However, an important part of success in the business world is the ability to participate in or lead groups of individuals focused on specific projects. Courses may include small group projects relevant to course content. However, group work is designed in such a way that the contributions of its individual members may be recognized and graded. Class time for group projects will be offered so students will not be required to meet outside the classroom to complete the project.

Extra Credit

Extra credit assignments are not permitted. Student grades must be based on the degree to which they are able to fulfill the course requirements in the allotted duration of the course.

Technical Support

For technical support, please contact West Tech Support, 24 hours a day, 7 days a week. Students within the local Phoenix area can call 602-627-4614. Tech Support can also be reached by calling the toll free number: 1-866-881-4540 or via E-mail at wiu-tech@apollogrp.edu

Graded Activities and Point Values

Week One

In-Class or Alternate Participation
Discussion Question Postings
Assignment:

Week Two

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Three

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Four

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Five

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Six

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Seven

In-Class or Alternate Participation
Discussion Question and Postings
Assignment:

Week Eight

In-Class Participation
Final Project:

Point Total

100

Week One:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the following assignment for participation:
 - o Write a 300–500 word summary of your thoughts, opinions, and experiences that normally would have been interjected during the live lesson. Address the following in your summary:
 - The main lessons you learned in this session
 - What you might have contributed to the in-class discussion had you attended the live session
 - Your response to the in-class activity
 - Any questions you have for the instructor
 - o Submit your alternative assignment before the start of the following live lesson.

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**
If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Two:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Three:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Four:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Five:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Six:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Seven:

Class Meeting Date:
Associated Reading:

Course Assignments

Class Participation

Online Campus

- **Attend** via the live Adobe® Acrobat® Connect™ session. Participation includes your active involvement in live lessons.
- **View** the recorded Adobe® Acrobat® Connect™ session. If you are unable to attend the live lesson, you must submit the alternative assignment for participation (see Week One for details).

Local Campus

- **Attend** the on-campus session. Participation is based on your active involvement in the classroom.

Discussion Question: *Due Date for Initial Post*

Assignments/Assessments: *Due Date*

- Written assignments should be submitted to My Assignments on MyWest.
- Electronic Quizzes (if any) can be accessed via My Assignments on MyWest

Read: *Due Date*

Electronic Reserve Reading: **Yes** **No**

If there are electronic reserve readings, go to the Bookmark section of your course on MyWest.

Week Eight: Course Wrap-Up

Class Meeting Date:

Course Assignments

Class Participation

- **Attend** class on campus or online. There is no alternate assignment available this week.

Due for Final Class: