



**TROY UNIVERSITY  
eCAMPUS**

|<\*\*\*\*\* Course Prefix & Number  
Course Title \*\*\*\*\*>|

**COURSE SYLLABUS**

|<\*\*\*\*\* Term & Year  
Specific Term Dates \*\*\*\*\*>|

|<\*\*\*\*\* **NOTE TO INSTRUCTORS:** All information shown between the <\*\*\* \*\*> characters should be deleted and replaced by actual course information. Use the information that appears between the <\*\*\* \*\*> characters as a guide as you build your syllabus. Do not edit or delete any information located OUTSIDE the <\*\*\* \*\*> characters. DELETE THIS STATEMENT BEFORE SUBMITTING THE SYLLABUS. \*\*\*\*\*>|

For course syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students, via e-mail or Blackboard announcement, when changes are made in the requirements and/or grading of the course.

**INSTRUCTOR INFORMATION**

|<\*\*\*\*\* Information should include your name, title, mailing address (if applicable), contact phone numbers, TROY email address. \*\*\*\*\*>|

**INSTRUCTOR EDUCATION**

|<\*\*\*\*\* Provide a list of your earned degrees here or refer students to your Blackboard Web site. \*\*\*\*\*>|

**TEXTBOOK(S) AND/OR OTHER MATERIALS NEEDED**

|<\*\*\*\*\* Insert information directly from master syllabus (for business courses only) unless you are using a newer edition. Include ISBN. \*\*\*\*\*>|

The textbook provider for the eCampus of Troy University is MBS Direct. The Web site for textbook purchases is <http://bookstore.mbsdirect.net/troy.htm>.

Students should have their textbook from the first week of class. Not having your textbook will not be an acceptable excuse for late work. Students who add this course late should refer to the "Late Registration" section for further guidance.

\*\*\*\*\*

**ADDITIONAL READING**

**Required:** |<\*\*\*\*\* Insert any required reading material here. \*\*\*\*\*>|

**Recommended:** |<\*\*\*\*\* Insert any recommended reading material here. \*\*\*\*\*>|

**LATE REGISTRATION**

Students who register during the first week of the term, during late registration, will already be one week behind. Students who fall into this category are expected to catch up with all of Week #1 and

Week #2's work by the end of Week #2. No exceptions, since two weeks constitutes a significant percentage of the term's lessons. Students who do not feel they can meet this deadline should not enroll in the class. If they have registered, they should see their registrar, academic adviser, CTAM/eArmyU representative, or Military Education officer to discuss their options.

Also note that late registration may mean you do not receive your book in time to make up the work you missed in Week #1. Not having your book on the first day of class is not an excuse for late work after the deadlines in the Schedule.

## **ELECTRONIC OFFICE HOURS**

<\*\*\*\*\* Insert a specific time each week when you will be available for student questions, or a plan for communicating with students. Be sure to let them know hours you can be contacted by phone.

Example:

I'm available by e-mail at any time, or by phone on weekdays between the hours of 9am and 9pm Central. I'm also happy to meet with you in the chat room in Blackboard if you set an appointment with me. You can also post questions or request a chat session in the Course Questions and Answers section in the discussion forum in Blackboard. I check that forum daily during the weekdays, but for more immediate and personal assistance, you should contact me via phone or e-mail. \*\*\*\*\*> |

Troy instructors are required to respond to student messages within 24 to 48 hours.

## **PREREQUISITES**

<\*\*\*\*\* Insert the prerequisites shown in the Academic Catalog. \*\*\*\*\*> |

## **ENTRANCE COMPETENCIES**

<\*\*\*\*\* Insert a description of any special skills students need to perform well in the class.

Example: The student must possess the knowledge and skills of a high school graduate and the capability to perform on a college level. Knowledge of basic mathematics, such as multiplying and dividing fractions and using percentages, simple algebra, and the ability read and construct graphs, is assumed. Students who feel they do not possess the needed graphical skills should work through the tutorial listed in the "Useful Web sites" section of this syllabus. \*\*\*\*\*> |

## **STUDENT EXPECTATION STATEMENT**

<\*\*\*\*\* Include anything you expect students to do each week in terms of how often to log into Blackboard, how often they must post assignments, take quizzes, or participate in other activities.

Example:

- The student is expected to participate in the course via e-mail exchanges (or other communication) with the instructor, by reading the assigned readings, submitting comments to the discussion forums, submitting assignments, and completing exams in a timely fashion.
- Students are expected to check their e-mails daily and the announcements at least every 48 hours. \*\*\*\*\*> |

## **CATALOG DESCRIPTION**

<\*\*\*\*\* Insert information verbatim from the Academic Catalog. \*\*\*\*\*> |

## **PURPOSE (COURSE OBJECTIVES)**

<\*\*\*\*\* Insert information verbatim from master syllabus. You may add additional items. \*\*\*\*\*> |

## **STUDENT LEARNING OUTCOMES**

<\*\*\*\*\* Insert information verbatim from master syllabus (for business courses only). You may add additional items. \*\*\*\*\*> |

## RESEARCH COMPONENT

<\*\*\*\*\* Insert any research requirements for this course. \*\*\*\*\*>

## THREE USEFUL WEB SITES FOR THIS COURSE

See the External Links section in Blackboard.

## eCAMPUS COURSES AT TROY UNIVERSITY

All eCampus courses at Troy University utilize Blackboard Learning System. In every eCampus course, students should read all information presented in the Blackboard course site and should periodically check for updates—at least every 48 hours.

## SITE MAP FOR YOUR BLACKBOARD COURSE SITE

To obtain a site map to enable the student to navigate through the Blackboard course site, please go to the Blackboard course site and click on the “Site Map” button found on the left side of the computer screen.

## TROY E-MAIL

Effective July 1, 2005, all students were required to obtain and use the TROY e-mail address that is automatically assigned to them as TROY students. All official correspondence (including bills, statements, e-mails from instructors and grades, etc.) will be sent ONLY to the troy.edu (@troy.edu) address.

- **All students are responsible for ensuring that the correct e-mail address is listed in Blackboard by the beginning of Week #1.** E-mail is the only way the instructor can, at least initially, communicate with you. It is your responsibility to make sure a valid e-mail address is provided. Failure on your part to do so can result in your missing important information that could affect your grade.

Your troy.edu e-mail address is the same as your Web Express user ID following by @troy.edu. Students are responsible for the information that is sent to their TROY e-mail account. You can get to your e-mail account by logging onto the course and clicking “E-mail Login”. You will be able to forward your TROY e-mail to your eArmy e-mail account. You must first access your TROY e-mail account through the TROY e-mail link found on the Web site. After you log in to your TROY e-mail account, click on “options” on the left hand side of the page. Then click on “forwarding.” This will enable you to set up the e-mail address to which you will forward your e-mail.

## COURSE REQUIREMENTS

<\*\*\*\*\* List all items that students must complete during the course. Items could include: >

- Upon Enrollment: < e.g., check e-mail address, post bio, etc.>
- Discussion Board:
- Quizzes:
- Required Examinations:
- Research Paper: \*\*\*\*\*> |

Note to instructors: All courses are expected to include a discussion board component. In Week 1 there should be at least two forums: Ask the Instructor, Student Introductions (You may title this forum anything you wish.), in addition to any Week 1 discussion topic. Throughout the course there should be sufficient discussion topics to maintain student-instructor interaction.

## STUDENT/FACULTY INTERACTION

<\*\*\*\*\* Insert a plan for interacting and communicating with students, and how students are expected to interact with you. Example follows: >

- Interaction will take place via e-mail, telephone, discussion board forums, comments on written assignments and office visits (if needed and possible).
- The student will participate in this course by following the guidelines of this syllabus and any additional information provided by the instructor, the eCampus center at Troy University, or Troy University itself.
- The student is expected to remain in regular contact with the instructor and class via e-mail or other communications means, by participating in the discussion forums, submitting assignments and taking exams, all in a timely fashion.
- TROY requires instructors to respond to students' e-mail within 24 hours Mon-Thur, and 48 hours Fri-Sun.
- As instructor, I will communicate on the Blackboard.com Announcement page and/ or via e-mail. PLEASE CHECK YOUR E-MAIL AND THE ANNOUNCEMENTS SECTION OF BLACKBOARD DAILY! \*\*\*\*\*> |

## ATTENDANCE POLICY

In addition to interaction via Blackboard and e-mail contact, students are required to contact the instructor via e-mail or telephone by the first day of the term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

## MAKE-UP WORK POLICY

Missing any part of this schedule may prevent completion of the course. If you foresee difficulty of any type (i.e., an illness, employment change, etc.) which may prevent completion of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course. See "Attendance," above.

If I have not heard from you **by the deadline dates for assignments, exams, or forums**, no make-up work will be allowed (unless extraordinary circumstances existed, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation if the excuse is acceptable to the instructor. "Computer problems" are not an acceptable excuse.

<\*\*\*\*\* You may insert any additional requirements you may have for students to get extensions, such as type of documentation accepted, etc. \*\*\*\*\*> |

## INCOMPLETE GRADE POLICY

Missing any part of the Course Schedule may prevent completion of the course. If circumstances will prevent the student from completing the course by the end of the term, the student should complete a request for an incomplete grade.

Note: A grade of incomplete or "INC" is not automatically assigned to students, but rather must be requested by the student by submitting a *Petition for and Work to Remove an Incomplete Grade* Form. Requests for an incomplete grade must be made on or before the date of the final assignment or test of the term. A grade of "INC" does not replace an "F" and will not be awarded for excessive absences. An "INC" will only be awarded to student presenting a valid case for the inability to complete coursework by the conclusion of the term. ***It is ultimately the instructor's decision to grant or deny a request for an incomplete grade, subject to the policy rules below.***

### Policy/Rules for granting an Incomplete (INC)

- An incomplete cannot be issued without a request from the student.
- To qualify for an incomplete, the student **must**:
  - a. Have completed over 50% of the course material and have a documented reason for requesting the incomplete. (50% means all assignments/exams up to and including the mid-term point, test, and/or assignments.)
  - b. Be passing the course at the time of their request.**If both of the above criteria are not met an incomplete cannot be granted.**
- **An INC is not a substitute for an F. If a student has earned an "F" by not submitting all the work or by receiving an overall F average, then the F stands.**

## METHOD OF INSTRUCTION

This is a eCampus class. It is **not** a "correspondence course" in which a student may work at his/her own pace. Each week there will be assignments, on-line discussions, and/or exams with due dates. Refer to the schedule at the end of this syllabus for more information.

## METHOD OF EVALUATION

<\*\*\*\*\* Insert breakout of how grades will be determined, including weighting used. \*\*\*\*\*> |

## ASSIGNMENT OF GRADES

All grades will be posted in the student grade book in Blackboard and will be assigned according to the following or similar scale:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and below

Postings: I post grades in Blackboard, in the Grade book.  
FA: "FA" indicates the student failed due to attendance. This grade will be given to any student who disappears from the course for three or more weeks. See the **Attendance** section of this syllabus for additional information.

## SUBMITTING ASSIGNMENTS

<\*\*\*\*\* Include any specific instructions you have for students to submit assignments, such as where or how they will be submitted (assignment feature, drop box, discussion board, etc.) here.

Example:

- There are five assignments listed in the course schedule: Please note the due dates on them. Your responses must be typed, **using 12pt. font, double-spaced, in MS-Word format**. Failure to comply will result in point deductions. The assignments must be turned into the Assignments Section by mid-night of the due date (note: Blackboard and I operate on central US time).
- Include your names on the assignments and submit the assignment to the digital drop box.. Points will be deducted for failure to follow the format requirements. No e-mail attachments will be accepted, due to the risk of viruses. \*\*\*\*\*> |

## EXAMINATION SCHEDULE & INSTRUCTIONS

<\*\*\*\*\* Insert your plan for giving examinations, including dates (or refer students to schedule at end of syllabus), type of tests administered (proctored or not proctored, open or closed book, multiple choice or essay, time limits and policies, etc. Example follows:

- The exams will be multiple-choice.
- They will be available for a specific time period. See the Course Schedule in the back of this syllabus for the dates during which time the exams will be available.
- The exams will be delivered online via Blackboard. They will be found in the Assignments section. The exams will be timed. Points will be deducted if the student overruns the time limit for the exam. See the exam instructions for the time limit and how the overrun deductions are calculated. \*\*\*\*\*> |

## TECHNOLOGY REQUIREMENTS

Students must have:

- A reliable working computer that runs Windows XP or Windows Vista.
- A TROY e-mail account that you can access on a regular basis (see "TROY e-mail" above)
- E-mail software capable of sending and receiving attached files.
- Access to the Internet with a 56.9 kb modem or better. (High speed connection such as cable or DSL preferred)
- A personal computer capable of running Netscape Navigator 7.0 or above, Internet Explorer 6.0 or above, or current versions of Firefox or Mozilla. Students who use older browser versions will have compatibility problems with Blackboard.
- Microsoft WORD software. (I cannot grade anything I cannot open! This means NO MS-Works, NO WordPad, NO WordPerfect)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. It should be continually updated! Virus protection is provided to all Troy students free of charge. Click on the following link <https://it.troy.edu/downloads/virussoftware.htm> and then supply your e-mail username and password to download the virus software.
- [<\*\*\*\*\* Insert any additional requirements you may have. \*\*\*\*\*> |

## Internet Access

- This is an on-line class. Students must have access to a working computer and access to the internet. Students can use the TROY computer lab, a public library, etc., to insure they have access.
- "Not having a computer" or "computer crashes" are not acceptable excuses for late work. Have a backup plan in place in case you have computer problems.

## TECHNICAL SUPPORT INFORMATION

If you experience technical problems, you should contact the Blackboard Online Support Center. You can do this in two ways. First if you can log onto the course simply look at the tabs at the top of the page. You will see one entitled, "Tech Support." If you click on this tab, you will see the information below. You can click on the "Blackboard Support Center" link and receive assistance. If you cannot log onto the course, simply contact the center by calling toll free the number listed below. Assistance is available 24 hours a day/7 days per week.

## Blackboard Support Center

Blackboard Online Support Center for Troy University provides Customer Care Technicians who are available to support you 24 hours a day/7 days a week.

**Call 1-800-414-5756 for live assistance**

If you are experiencing technical difficulties with your coursework or with features in Blackboard that are generating errors, please click the link below.

**Blackboard Support Center: <http://www.troy.edu/bbhelp>**



## NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT

Troy University expects students to treat fellow students, their instructors, other TROY faculty, and staff as adults and with respect. No form of "hostile environment" or "harassment" will be tolerated by any student or employee.

## AMERICANS WITH DISABILITY ACT (ADA)

Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability. Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information, including appropriate contact information, can be found at the following link:  
<http://www.troy.edu/humanresources/ADAPolicy2003.htm>.

## HONESTY AND PLAGIARISM

The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions, up to and including suspension and expulsion (see Standard of Conduct in each TROY *Catalog*). Examples of dishonesty include actual or attempted cheating, plagiarism\*, or knowingly furnishing false information to any university employee.

\*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one's own. Proper quoting, using strict APA formatting, is required, as described by the instructor. All students are required to read the material presented at:  
<http://troy.troy.edu/writingcenter/research.html>

- Students must properly cite any quoted material. No term paper, business plan, term project, case analysis, or assignment may have **no more than 20% of its content quoted** from another source. Students who need assistance in learning to paraphrase should ask the instructor for guidance and consult the links at the Troy Writing Center.
- This university employs **plagiarism-detection software**, through which *all* written student assignments are processed for comparison with material published in traditional sources (books, journals, magazines), on the internet (to include essays for sale), and papers turned in by students in the same *and* other classes in this *and all previous terms*. The penalty for plagiarism may range from zero credit on the assignment, to zero in the course, to expulsion from the university with appropriate notation in the student's permanent file.

## LIBRARY SUPPORT

The Libraries of Troy University provide access to materials and services that support the academic programs. The address of the Global Campus Library Web site, which is for all Global Campus and eCampus students, is <http://uclibrary.troy.edu> . This site provides access to the Library's Catalog and Databases, as well as to links to all Campus libraries and to online or telephone assistance by Troy Library staff. Additionally, the Library can also be accessed by choosing the "Library" link from the University's home page, [www.troy.edu](http://www.troy.edu) .

## **FACULTY EVALUATION**

In the eighth week of each term, students will be notified of the requirement to fill out a course evaluation form. These evaluations are completely anonymous and are on-line. Further information will be posted in the Announcements section in Blackboard.

### **HOW TO LEARN ONLINE**

Troy University eCampus is designed to serve any student, anywhere in the world, who has access to the Internet. All eCampus courses are delivered through the *Blackboard* Learning System. *Blackboard* helps to better simulate the traditional classroom experience with features such as Virtual Chat, Discussion Boards, and other presentation and organizational forums.

In order to be successful, you should be organized and well motivated. You should make sure you log in to our course on Blackboard several times each week. Check all "announcements" that have been posted. Start early in the week to complete the weekly assignment. You should also go to the Discussion Board early in the week and view the topic and question/s for the group discussion exercise. Make your "initial" posting and participate in the discussion. Begin reviewing for the exams early in the term. Do not wait until the last minute and "cram" for these exams. You should review the material frequently, so you will be prepared to take the exams.

### **eCAMPUS**

The eCampus Center at Troy University is here to serve you and assist with any questions, problems or concerns you may have. For assistance go to [www.troy.edu/ecampus](http://www.troy.edu/ecampus) or send an e-mail to [troyecampus@troy.edu](mailto:troyecampus@troy.edu). Please do not hesitate to contact the eCampus staff if you need administrative assistance for any reason.

### **COURSE SCHEDULE**

<\*\*\*\*\* Include a weekly listing here of reading and other assignments due, including examinations and paper or other homework assigned. REPLACE THE EXAMPLE BELOW WITH YOUR OWN SCHEDULE. \*\*\*\*\*>

←-----SCHEDULE : AN EXAMPLE!

**MGT 4472: Advanced Organizational Behavior  
Term 05**

Dates	Notation or Assignment
May 22-28	<p>Note: The four exams will be posted in the Assignments Section. Please read below to find out which chapters pertain to which exam.</p> <p>Note: 10 points per day will be deducted for missed assignments or exams. Submissions to the discussion forums before the open date or after the close date will not be accepted. The only exceptions permitted to any of these are if the student has a legitimate, documented excuse.</p> <p>Read Chapters 1 (include appendix A), 2 &amp; 3.</p> <p>Assignment 1: "Tough Labor Market" (Ch. 3). Pages 100-102. Answer questions 1, 2, 3, &amp; 4. Due midnight, June 7. Note: To complete assignments click on the Assignments button and scroll down to the appropriate assignment number. Then follow the instructions. Do NOT submit assignments to the Digital Dropbox.</p> <p>Please note: Forums #1 and 2 are not part of the participation grade. Only #3-7 count towards your participation grade.</p>
May 29-June 4	<p>Read Chapters 4 and 5</p> <p>You are now ready to take Exam 1. It covers chapters 1-5. Exam 1 will be available from May 29 through midnight, June 11.</p>
June 5-11	<p>Read Chapters 6 and 7</p> <p>Assignment 2: "Sick Leave" (Ch. 6). Pages 198-199. Answer questions 2, 3, &amp; 4. Due midnight, Wednesday, June 14.</p> <p>Discussion Forum #3 closes midnight, Sunday, June 12.</p> <p>Don't forget: The e-mail from you telling me you have read the syllabus, etc. is due June 5.</p>
June 12-18	<p>Read Chapters 8 and 9.</p> <p>Discussion Forum #4 closes midnight, Sunday, June 18.</p> <p>You are now ready to take Exam 2. It covers chapters 6-9. Exam 2 will be available from June 12 through midnight, June 25.</p>
June 19-25	<p>Read Chapters 10 and 11.</p> <p>Assignment 3: "Japanese Workers" (Ch. 10). Pages 338-339. Answer questions 1, 2, &amp; 3. Due midnight, Monday, June 26.</p> <p>Discussion Forum #5. Closes midnight, Sunday, June 25.</p>
June 26-July 2	<p>Read Chapters 12 and 13.</p> <p>Assignment 4 (note: this is a two part assignment): "An Heir at Xerox" (Ch. 12). Pages 402-403. Answer question 1. "J. Crew's Preppy Heyday" (Ch. 12). Page 404. Answer the first part of question 2. Due midnight, Monday, July 3.</p> <p>Discussion Forum #6. Closes midnight, Monday, July 3.</p>
July 3-9	<p>Read Chapters 14 and 15.</p> <p>Assignment 5: "Big Blue's Big Bet" (Ch. 14). Pages 467-468. Answer questions 1, 2, &amp; 3. Due midnight, Monday, July 10.</p> <p>You are now ready to take Exam 3. It covers chapters 10-14. (ch15 is on Exam 4). Exam 3 will be available from July 3 through midnight, July 16.</p>
July 10-16	<p>Read Chapters 16, 17, &amp; 18.</p> <p>Discussion Forum #7 closes midnight, Sunday, July 9.</p>
July 17-23	<p>You are now ready to take Exam 4. Exam 4 covers chapters 15-18. Exam 4 will be available from July 10 through midnight, July 21.</p> <p>NOTE: If you miss the deadline for the fourth exam you must contact me and provide me with sufficient evidence that missing the deadline was due to an extreme emergency. Waiting until the last hour to take the exam and then having a computer or weather problem is NOT a sufficient excuse.</p>

--→