

APSU 1000 Syllabus

# Course Overview

Course Number and Name: APSU 1000

Credit Hours: 3

Instructor Name: Dr. Tracie Campbell

Instructor Title: Associate Professor

Department: Distance Education

Email Address: [campbellt@apsu.edu](mailto:campbellt@apsu.edu)

Phone Number: 931-221-XXX or Cell Number

# Course Details

## Course Description

A brief statement describing the nature of the course, what the student can expect to learn, and an overview of course activities such as teamwork, group projects, student web pages, etc.

## Course Objectives

The course objectives should be stated clearly so that they can be related to the expected learning outcomes in each section or module of the course and to the goals of the overall assessment process.

## Prerequisites and Co-requisites

A list of all course prerequisites with a statement of why the prerequisites are deemed necessary.

## Course Topics

A suggested sequence of course topics, perhaps noting that students should complete certain core modules prior to moving to elective or more advanced modules.

# Course Requirements

## Required Textbooks

A list of textbooks with the author, title, publisher, edition, date, and ISBN number.

## Specific Course Requirements

A description of any special course requirements, such as knowledge of specific software, and why it is necessary for successful completion of the course.

## Supplementary Materials

A list of other published material the student is required to purchase for the course including lab manuals, lab kits, etc.

## Software Requirements

A list of software the student the student is required to purchase or download for the course, Real Player, Media Player, Acrobat Reader, Microsoft Office, etc.

# Participation, Assessments & Grading

## Testing Procedures

A statement describing the process students will need to have in place for proctors, online testing, etc.

## Grading Procedure

A detailed statement of how grades are related to or reflective of the expected learning outcomes. A statement of what constitutes high achievement in the course.

## Grading Scale

## - ## Points A

## - ## Points B

## - ## Points C

## - ## Points D

under ## Points F

The grading scale should emphasize assignments, projects, and student participation in the learning community as well as timed quizzes and periodic examinations.

## Assignments and Projects

Provide a sequenced list of assignments and projects arranged by course section or module (insert or delete rows as needed).

| **Course Section** | **Assignment** | **Points** | **Due Date** |
| --- | --- | --- | --- |
| Getting Started | Introduction Discussion | 10 | 08/25/2016 |

# Course Rules and Policies

## Class Participation

A statement that students must participate in all interactive aspects of the course if interaction is part of the course design. For example, students must communicate with other students in the chat room, students are expected to communicate with the instructor as a learning resource, students must check the course bulletin board frequently for announcements, and students must actively participate in threaded discussion events.

## Punctuality

A statement of course milestones to keep the students on track in an asynchronous environment. A reiteration and emphasis of certain rules and course expectations. For example: Participation is required, students are expected to communicate with other students in team projects, keep abreast of course announcements, use the assigned college or university e-mail address as opposed to a personal e-mail address, address technical problems immediately and observe course netiquette at all times.

## Students with Disabilities

Austin Peay State University abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments.

If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, communicate with me or Disabilities Services in Morgan University Center 114 on the Clarksville Campus, 931-221-6230, [disabilityservices@apsu.edu](mailto:disabilityservices@apsu.edu), so that reasonable accommodations may be arranged.

## Technical Support

**APSU Help Desk**: For Austin Peay email and OneStop login issues please call (931) 221-HELP (4357) or [helpdesk@apsu.edu](mailto:helpdesk@apsu.edu).

**Distance Education Helpdesk**: For technical issues within the course itself please call (931) 221-6625 or d2lhelp@apsu.edu.

**Publisher Supplied Content**: Place contact info for external publishers (Pearson, McGrawHill Connect etc.) technical support here.

## Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are made during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.