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American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
FINC 410
International Finance
3 Credit Hours
8 weeks
Prerequisite: None

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Course Description (Catalog)

This course is designed to give the student a better understanding of the unique problems and opportunities presented by international business. Since this course specifically addresses the financial management aspect of international business, considerable attention will be directed to specific topics of international finance such as foreign exchange markets and managing exchange rate risk and various other risk management issues. Please listen to this brief introduction.

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Course Scope

The scope of this course is limited to the financial management aspect of international business. Students should have a solid prerequisite knowledge of accounting and finance and be prepared to broaden their knowledge base to include global financial issues.

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Course Objectives

LO 1. Identify and contrast the major markets that facilitate international business.

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- LO 2. Describe relationships between exchange rates and economic variables, and explain the forces that influence these relationships.
- LO 3. Identify the best practices for measuring and managing exchange rate risk.
- LO 4. Describe the management of long-term assets and liabilities, including motives for direct foreign investment, multinational capital budgeting, country risk, analysis, and capital structure decisions.
- LO 5. Concentrate on multi-national corporations' (MNCs') management of short-term financing and international cash management.

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Course Delivery Method

This course, delivered via distance learning, will enable students to complete academic work in a flexible manner, completely online. Course resources and access to an online learning management system will be made available to each student. Online assignments are due each week as noted and include forum questions (accomplished in groups through a threaded forum), examinations, and individual assignments submitted for review by the Faculty Member. Assigned faculty will support the students throughout this eight-week course.

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Course Materials

Required Materials:

1. Jeff Madura, (2012) *International Financial Management* 11th edition, ISBN 0-538-48296-6.

Additional Reading:

1. Excel Files: These illustrate and demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the "Resources" tab in the online classroom, "Student Resources" link, and "Excel files" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the "Lessons" tab. You can find each file under the week that the corresponding chapter is assigned.
2. Supplemental Readings: These provide additional information about the topics covered in the class, often providing real world examples of the concepts in action. They may be accessed by clicking on the "Resources" tab in the online classroom, "Student Resources" link, and "Supplemental Readings" folder. Finally, click on the file name for the desired article. These readings are not assigned and are not part of the Comprehensive Quiz. However, many students find them helpful in gaining understanding of the topics covered in the class, and they may provide a source of inspiration for the Term Paper Project.
3. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the "Resources" tab in the online classroom, "Student Resources" link, and "PowerPoint Slide Shows" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the "Lessons" tab. You can find each chapter's file under the week that the chapter is assigned.

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Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
American Psychological Association (APA)	http://www.apastyle.org/
Purdue Online Writing Lab	http://owl.english.purdue.edu/owl/resource/560/01/
Turnitin	http://www.turnitin.com

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Evaluation Procedures

Component	Points	Percentage
Forums (Weeks 1, 2, 3, 4, 5, 6, 7)	100 points each 4% for each week	28%
Assignments (Weeks 1, 2, 3, 4, 5, 6)	100 points each 6% for each assignment	36%
Comprehensive Quiz (Week 7)	100	15%
Term Paper Project (Week 8)	100	21%
Total Course Grade		100%

Forums

Please join the forums during weekly sessions. Students must post a main response to the weekly discussion question by Day 3, and at ***least two replies to other students by Day 7***. Active participation is required by replying to classmates during the week of discussion. Therefore, replies after the end of the each week ***will not*** be graded. The forums are for student interaction and submitting input after the end of the week serves no learning objectives and does not constitute as participation. **Students should demonstrate their own knowledge in the forums and avoid copying and pasting from web sites.** Responses will be graded directly from the Forums.

Your grade earned for your responses will be based on the Forums Grading Criteria:

Forums Guidelines Criteria	Requirements
Quality Guidelines (50%):	- All discussion questions are answered completely. - Responses are original in content with a minimum of one external reference. - All posts demonstrated analysis of the topic. - Responses to classmates are significant and advanced the discussion.
Participation Guidelines (30%):	- Main response is posted by Day 3. - Main response is no less than 250 words. - Reply to at least two of their classmates by Day 7.

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Clarity, Organization & Professionalism Guidelines (20%):	• Responses to classmates are at least 100-150 words. • Responses were organized and logical. • No spelling or grammatical errors. • References were used and cited properly. • Appropriate language, respect and consideration toward peers/instructor.
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Writing Assignments

The writing assignment will demonstrate writing across the curriculum responding to the topic selected. Your paper must adhere to APA 6.0 guidelines. Please name your assignment file as 'LastnameFirstinitial-FINC410-WK#', and submit **by midnight, Day 7**.

Comprehensive Quiz

The Comprehensive Quiz is located in Test & Quizzes. It is worth 15% of your grade, and it is **due on Day 7 of Week 7, by 11:59 p.m. EST**.

Term Paper Project

The Term Paper Project topic is chosen by the student but must be cleared with me via email no later than the end of Week 6. Topics should be relevant to international finance that explores issues in depth. Topics may examine in international financial concept, issue or a specific multi-national corporation. Please name your assignment file as 'LastnameFirstinitial-FINC410-WK7'. The term paper is due by midnight, **Day 7 of Week 8** and is worth 21% of your grade.

You are required to have all weekly writing assignments and term paper project reviewed by Turnitin before you submit it to the professor. Please review the Turnitin section at the end of the Syllabus. Additional setup and use instructions are available in Resources.

Your assignment will be evaluated according to the following Writing Assignment Grading Criteria:

Guidelines	Writing Assignment Grading Criteria
Content (60%)	• Response demonstrate a clear understanding of the key elements of assignment questions. • Responses thoroughly cover the elements in a substantive manner. • Response demonstrates critical thinking and analysis. • Content is complete and accurate. • Introduction and conclusion provides adequate information on the given topic.
Organization (20%)	• Paper structure is clear and easy to follow. • Ideas flow in a logical sequence. • Introduction provides a sound introduction to the topic and previews major points. • Paragraph transitions are logical and support the flow of thought throughout the paper. • The conclusion thoroughly reviews the major points.
Writing Style, Grammar, APA Format (20%)	• Sentences are well constructed, complete, clear, and concise. • Words used are specific and unambiguous. • The tone is appropriate to the content and assignment. • Grammar, spelling and punctuation are correct. • APA guidelines (6th edition) are followed, such as headers, citations, references, etc. • Effective use of aids, such as sections, summaries, table of contents, indices, and appendices

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(if appropriate)

Submission of assignments and grading

Be sure to turn in assignments and exams as scheduled. Assignments will be graded within five days after the end of the week according to APUS policy. If your assignment is submitted after the weekly grading, it will be graded during the next grading period for our class. It is preferred that students refers to the 8-Week Course Outline for a weekly schedule of assignments and their due date. **Assignments submitted three days after their due date will be assessed a 10% late penalty.**

Refer to the Student Handbook for policies relevant to academic honesty and other procedures and policies related to this course. Refer to Online Resource Center for any research assistance. Plagiarized papers or incidents of academic dishonesty will receive an F.

APUS Grading System

Grade	Quality Points/ Grading Percent
A	4.0/ 100 - 94
A-	3.67/ 93 - 90
B+	3.33/ 89 - 87
B	3.0/ 86 - 84
B-	2.67/ 83 - 80
C+	2.33/ 79 - 77
C	2.0/ 76 - 73
C-	1.67/ 72 - 70
D+	1.33/ 69 - 67
D	1.0/ 66 - 64
D-	.67/ 63 - 60
F	0.0/ 59 - 0

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Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	The International Financial Environment	LO 1. Identify and contrast the major markets that facilitate international business.	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 1, 2, & 3	Forum-Introduction (minimum of 250 words) Let's get to know each other; shall we? • A summary of your educational and professional background

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			PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 1 assignment. This research will include the factors causing some firms to become more international than others and/or why a strong dollar could enlarge the US balance of trade deficit.	• Some sense of whom you are personally (family, pets, hobbies etc.) • Your expectations of this course Submit your Introduction by midnight, Day 1. Forum- International Business Methods Enumerate four of the International Business Methods and explain them (minimum of 250 words). In your responses to other students, identify at least one real-world example of a business method explained by the other student. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students’ posts by midnight, Day 7. Assignment In a 400 to 500 word Microsoft Word document in APA format, please respond to the following questions. You must include at least one outside reference (in addition to the textbook). Organize the two questions into a single paper with two sections and a single References page. 1. What factors cause some firms to become more international than others? 2. Explain why a strong dollar could enlarge the US balance of trade deficit? Deliver your work in a Word document and submit it to the Assignments section of the
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				classroom. Submit your Assignment 1 by midnight, Day 7.
2	Currency Exchange Rates	LO 2. Describe relationships between exchange rates and economic variables, and explain the forces that influence these relationships.	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 4, 5, & 6 Excel Files: These illustrate and demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the "Course Materials" tab in the online classroom, "Course Folders" link, and "Excel files" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the "Lessons" tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text	Forum- Government Intervention Describe and define Government Intervention as it relates to government influence on exchange rates. Does it work? Give some examples of Direct and Indirect intervention (in approximately 250 words). Respond to at least two other students' posts by taking the opposite point of view (devils' advocate) with supporting evidence or examples or by providing additional support for their position. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students' posts by midnight, Day 7. Assignment In a 400 to 500 Microsoft Word document in APA format, respond to the following questions: 1. What is the expected relationship between the relative real interest rates of two countries and the exchange rate of their currencies? 2. List the factors that affect currency put option premiums, and briefly explain the relationship that exists for each. Use APA format. You may cite the textbook as a reference,

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			and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 2 assignment. This research will include the relationship between relative real interest rates and exchange rates and/or the factors that affect currency put option premiums.	but you must have at least one outside reference (in addition to the textbook). Organize the two questions into a single paper with two sections and a single References page. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Assignment 2 by midnight, Day 7.
3	It’s All in the Numbers	LO 2. Describe relationships between exchange rates and economic variables, and explain the forces that influence these relationships. LO 3. Identify the best practices for measuring and	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 7, 8, & 9 Excel Files: These illustrate and	Forum - Exchange Rates Regarding forecasting exchange rates, there are four techniques. List and describe each of them, and then choose the one you favor and explain why (in about 250 words). In your responses to other students, find a student that chooses a preferred technique

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		managing exchange rate risk.	demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the "Course Materials" tab in the online classroom, "Course Folders" link, and "Excel files" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the "Lessons" tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the "Resources" tab in the online classroom, "Student Resources" link, and "PowerPoint Slide Shows" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter	that is different from your own. Engage in discussion in order to find agreement or better articulate your differences. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students' posts by midnight, Day 7. Assignment In a 400 to 500 Microsoft Word document in APA format, respond to the following questions: 1. Why do you think currencies of countries with high inflation rates tend to have forward discounts? 2. Explain the International Fisher Effect (IFE). What are the implications of the IFE for firms with excess cash that consistently invest in foreign Treasury bills? Use APA format and at least one outside reference in addition to the textbook. Organize the two questions into a single paper with two sections and a single References page. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Assignment 3 by midnight, Day 7.
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			9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 3 assignment. This research will include the relationship between inflation rates and forward discounts and/or the International Fisher Effect (IFE).	
4	Exchange Rate Hedging	LO 3. Identify the best practices for measuring and managing exchange rate risk.	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 10, 11, & 12 Excel Files: These illustrate and demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the “Course Materials” tab in the online classroom, “Course Folders” link, and “Excel files” folder. Finally, click on the file name for the desired chapter. For example, if you	Forum-Exchange Rate Risk Is Exchange Rate Risk relevant? List some pros and cons and tell us your informed opinion (in about 250 words). Respond to at least two other students’ posts by taking the opposite point of view (devils’ advocate) with supporting evidence or examples or by providing additional support for their position. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students’ posts by midnight, Day 7. Assignment In a 400 to 500 word Word.doc (APA style), respond to the following questions: 1. What factors affect a firm’s degree of transaction exposure

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			are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the “Lessons” tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 4 assignment. This research will	in a particular currency? For each factor, explain the desirable characteristics that would reduce transaction exposure. 2. Explain how a U.S. corporation could hedge net receivables in Malaysian ringgit with a forward contract. Use APA format with at least one outside reference (in addition to the textbook). Organize the two questions into a single paper with two sections and a single References page. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Assignment 4 by midnight, Day 7.
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			include transaction exposure in a given currency and/or accounts receivable hedging.	
5	International Relations	LO 4. Describe the management of long-term assets and liabilities, including motives for direct foreign investment, multinational capital budgeting, country risk, analysis, and capital structure decisions.	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 13, 14, & 15 Excel Files: These illustrate and demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the "Course Materials" tab in the online classroom, "Course Folders" link, and "Excel files" folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the "Lessons" tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each	Forum-Foreign Direct Investment In about 250 words, what are some motives for Direct Foreign Investment (also referred to as Foreign Direct Investment)? Can you give some examples of each? Is DFI better than other methods? Why or why not? Respond to at least two other students' posts by taking the opposite point of view (devils' advocate) with supporting evidence or examples or by providing additional support for their position. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students' posts by midnight, Day 7. Assignment In a 400 to 500 word Microsoft Word document in APA format, respond to the following: 1. What potential benefits do you think were most important in the decision of the Walt Disney Co. to build a theme park in France? 2. Explain how simulation can be used in multinational capital budgeting. What can it do that other risk adjustment techniques cannot? Use APA format with at least one outside reference (in

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			chapter. They accompany the text and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 5 assignment. This research will include Disney’s theme park in France and/or the use of simulation in multinational capital budgeting.	addition to the textbook). Organize the two questions into a single paper with two sections and a single References page. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Assignment 5 by midnight, Day 7.
6	Country Risk and Capital Structure	LO 5. Concentrate on multi-national corporations’ (MNCs’) management of short-term financing and international cash management.	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 16, 17, & 18 Excel Files: These illustrate and	Forum-Country Risk In about 250 words, describe some techniques to assess country risk. Which one do you favor and why? Respond to at least two other students’ posts by taking the opposite point of view (devils’ advocate) with supporting evidence or examples or by

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			demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the “Course Materials” tab in the online classroom, “Course Folders” link, and “Excel files” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the “Lessons” tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter	providing additional support for their position. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students’ posts by midnight, Day 7. Assignment In 400 to 500 word Microsoft Word document in APA format, respond to the following: 1. Identify common political factors for an MNC to consider when assessing country risk. Briefly elaborate on how each factor can affect the risk to the MNC. 2. Why might a firm use a “local” capital structure at a particular subsidiary that differs substantially from its “global” capital structure? Use APA format with at least one reference in addition to the textbook. Organize the two questions into a single paper with two sections and a single References page. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Assignment 6 by midnight, Day 7. Topic for Assignment 7 Establish a topic for your Assignment 7 by sending an email to the instructor.
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			9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Outside research in relation to your Week 6 assignment. This research will include country risk and/or MNCs’ capital structures	
7	International Trade Financing and Cash Flow	LO 1. Identify and contrast the major markets that facilitate international business. LO 2. Describe relationships between exchange rates and economic variables, and explain the forces that influence these relationships. LO 3. Identify the best practices for measuring and managing exchange rate risk. LO 4. Describe the management of long-term assets and liabilities, including motives for direct foreign investment, multinational capital budgeting, country risk, analysis, and capital structure decisions. LO 5. Concentrate on multi-national corporations’ (MNCs’)	Jeff Madura, (2012) International Financial Management 11th edition, ISBN 0-538-48296-6. Chapters 19, 20, & 21 Review Chapters 1-21 Excel Files: These illustrate and demonstrate the concepts found in various chapters. They accompany the text and may be accessed by clicking on the “Course Materials” tab in the online classroom, “Course Folders” link, and “Excel files” folder. Finally, click on the file name for the desired chapter. For example, if you are working in	Forum-International Trade In about 250 words, what are the five basic methods of payment for international trade? Very briefly describe the pros and cons of each. If your company intends to purchase products from a foreign source, how will you protect it from risk of financial loss? Respond to at least two other students’ posts by taking the opposite point of view (devils’ advocate) with supporting evidence or examples or by providing additional support for their position. Submit your initial response to the Forum by midnight, Day 3, and respond to at least two other students’ posts by midnight, Day 7. Term Paper The assignment for Week 7 is a term paper. The topic must be cleared with your instructor at

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		management of short-term financing and international cash management.	Chapter 11, you would click on File Name: c11.xls. They may also be accessed through the “Lessons” tab. You can find each file under the week that the corresponding chapter is assigned. PowerPoint Slide Shows: These provide a summary of the important concepts from each chapter. They accompany the text and may be accessed by clicking on the “Resources” tab in the online classroom, “Student Resources” link, and “PowerPoint Slide Shows” folder. Finally, click on the file name for the desired chapter. For example, if you are working in Chapter 9, you would click on the file name: IFM11e_ch09.pptx. They may also be accessed through the “Lessons” tab. You can find each chapter’s file under the week that the chapter is assigned. Research the specific topic of your term paper.	your earliest convenience (via e-mail), but no later than the end of Week 6. The topic may be anything of specific interest to you that is covered in the weekly reading assignments for this course. The paper must be in APA format and be between 1,500 - 1,750 words. The Title page, References page, and any addenda (used for illustrative graphs, charts or other) are not included in the word count parameter. Deliver your work in a Word document and submit it to the Assignments section of the classroom. Submit your Term Paper by midnight, Day 7.
8	Final Exam	LO 1. Identify and contrast the major markets that facilitate international	Jeff Madura, (2012) International Financial	Comprehensive Quiz This is an open book quiz with

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		business. LO 2. Describe relationships between exchange rates and economic variables, and explain the forces that influence these relationships. LO 3. Identify the best practices for measuring and managing exchange rate risk. LO 4. Describe the management of long-term assets and liabilities, including motives for direct foreign investment, multinational capital budgeting, country risk, analysis, and capital structure decisions. LO 5. Concentrate on multi-national corporations' (MNCs') management of short-term financing and international cash management.	Management 11th edition, ISBN 0-538-48296-6. Review Chapters 1-21 Research the specific topic of your term paper.	20 multiple choice questions covering all of the reading material. The pertinent chapter (Ch) number for each question is provided. However, you may not have enough time to look up every question, so be prepared. Use Week 7 to review all course materials. You will have 1 hour and 30 minutes to complete the quiz. Make sure you have your text book handy and a good Internet connection. The quiz is due by Day 7 at 11:59:00 pm.
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Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Citation and Reference Style

Note: Students will follow the APA 6th 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 6th edition.

Late Assignments

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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 your instructor before the due date to 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. Discussions 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 fun and excitement of learning, and that does not include descent to personal attacks or student attempts to stifle the discussion of others.

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: ;-), :), ☺, etc.

Disclaimer Statement

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

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Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and are generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collections of our professors’ publications, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the Online Library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian and Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-on-one with your tutor in your online classroom on your specific problem until it is done.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

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The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. These are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., ACCT100) or class name.

If a guide you need is not available yet, let us know by emailing the APUS Library: librarian@apus.edu.
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Turnitin.com

You are required to have your writing assignment reviewed by Turnitin before you submit it to the professor. Please review the **RESOURCES** link for Turnitin Instructions.

Turnitin.com is an excellent resource to check the content and quality of writing assignments and to avoid plagiarism. Students are required to create an account and submit all writing assignments to [Turnitin.com](https://www.turnitin.com). An Originality Report will be generated upon paper submission, which must be submitted with your assignment. **Writing Assignments will not be graded if the Originality Report is not submitted to the assignment drop box with the assignment.** Your instructor will provide you with a course ID and password to enroll in the class.

The Originality report does not actually recommend changes. It does point out where you may need to add a citation or quotation marks (if not already cited). Once you use it a few times, you will appreciate this tool, as it will assist you in improving quality and content, as well as avoid plagiarism. Your goal is to keep direct quotations to a minimum and to make sure that you do not just cut and paste material. Ensure that all your references are cited. **A report less than 25% similarity index is acceptable for undergraduate level work.**

Turnitin access codes

class ID: **See course Announcement for details**

password:

Selected Bibliography

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