



**APSU 1000: Liberal Arts in University Life  
Fall II 2009**

*Class activities are required between the dates of October 24 - December 18.  
Face-to-Face class meetings will be held in room 102 in the APSU Classroom  
Building on November 6, November 20, December 4 and December 11.  
In addition, daily access online through D2L is expected.*

<i>Professors</i>	Dr. Sue Cloud Evans	Dr. Loretta Ussery Griffy
<i>e-mail</i>	<a href="mailto:EVANSS@APSU.EDU">EVANSS@APSU.EDU</a>	<a href="mailto:GRIFFYL@APSU.EDU">GRIFFYL@APSU.EDU</a>
<i>Telephone</i>	Professional Studies Department: (931) 221-1464 Direct Line with voice-mail: (931) 221-1437	Mathematics Department: (931) 221-7833 Direct Line with voice-mail: (931) 221-1451
<i>Office</i>	APSU Building 203 @ FC Room 109	APSU Building 203 @ FC Room 113
<i>Office Hours</i>	By appointment	By appointment

**COURSE DESCRIPTION (APSU Undergraduate Bulletin)**

An interdisciplinary course designed to provide students with the foundations for success at APSU. Emphasis is placed on the meaning, values and goals of a liberal education as students engage in academic and career planning, use the tools for information literacy, develop good academic habits, and engage in campus life. All students who enter APSU with fewer than 12 credit hours earned in a college or university must enroll in APSU 1000 and remain enrolled until a passing grade (C or higher) is earned. (1 credit; no prerequisites)

**COURSE OBJECTIVES**

Students will be able to:

- Understand the value of the liberal arts in living a well-rounded life and the value of an university education.
- Explain the relevance of the liberal arts to academic majors, higher education, professional schools, and life
- Develop a support group of peers while negotiating the transition to college.
- Become familiar with the history and culture of APSU, including its policies and procedures.
- Improve critical thinking, communication, research, academic success, and decision-making skills.
- Explore interest and set personal goals for careers and academic majors.
- Learn about and participate in campus resources, activities, and organizations that enhance academic and personal development.
- Examine personal and societal issues faced by first-year students.
- Demonstrate student responsibility in academic advising, class attendance, being prepared for class, classroom behavior, and adhering to deadlines.



## REQUIRED TEXTS AND MATERIALS

- APSU Undergraduate Bulletin (available electronically at <http://www.apsu.edu/registrar> )
- Access to a computer with Internet (APSU labs at both FC and main campus are available)

## ATTENDANCE POLICY

- You are expected to attend each scheduled class meeting and to arrive on time. Some of the most important learning for this course will take place through our classroom discussions and activities; thus, your attendance will count as a graded assignment.
- For every absence, your class attendance and participation grade will be lowered.
- When deciding whether or not to come to class, consider the following:
  - ▶ You, or your family, are paying for the class whether you attend or not.
  - ▶ Class attendance will impact your course grade.
  - ▶ You are here to learn, and every class is important.
  - ▶ You are an adult and attending class is an adult responsibility.
  - ▶ Excessive absences will result in a grade of FA (failure due to absences) assigned during the semester. An assigned grade of FA may require repayment of tuition and fees for students receiving financial assistance to attend college.
- If, due to unforeseen circumstances, you miss class, please document your absence by browsing to <http://www.apsu.edu/GRIFFYL> and clicking on the missed class link.

## DESIRE TO LEARN ONLINE COURSE MANAGEMENT SYSTEM

During this course, we will use Desire to Learn (D2L) as an online course management tool. Assignments will be posted in D2L and electronically submitted through D2L. In addition, D2L will be utilized by both Dr. Evans and Dr. Griffy for class announcements, discussion board postings, assignments and course email. You can browse directly to the D2L access page for APSU at <http://elearn.apsu.edu>. *It is in your best interest to regularly check our D2L for new information and updates. It is the responsibility of the student to adhere to all posted due dates in D2L. Any late assignments will result in default grade of zero for that assignment.*

## COMMUNICATING WITH DR. EVANS AND DR. GRIFFY

- If you need to ask a question, make a comment or suggestion that would be beneficial to the entire class, please use the Discussion Board in D2L.
- If you need to contact Dr. Evans or Dr. Griffy regarding a sensitive matter, you may contact them using the contact information at the top of this syllabi. HOWEVER, the most efficient manner in which to contact Dr. Evans or Dr. Griffy is through D2L Course Email.
- If you would like to speak to us by phone, please send a D2L Course Email with a telephone number and range of time in which you can be reached.
- If you would like to schedule an appointment during office hours OR an alternate time, please use D2L Course Email in D2L.



**ASSIGNMENTS, ACTIVITIES & GRADING POLICY**

You must complete & submit all assignments and activities as directed. Failure to complete one of the assignments will result in automatic failure of the course.

The following assignments & activities will be required for this course:

Assignment or Activity	Possible Points	Record Your Points
Writing Assignments (3 entries)	30	
In-Class OR Online Activities (3)	15	
Discussion Board Postings	10	
D2L Online Quizzes (3)	18	
Resume & Reference (examples provided)	15	
Career Paper – APA Style (1 paper)	15	
Class Attendance Points	12	
	115	

Specific directions for completing these assignments and activities will be provided in D2L when they are assigned to be completed.

At the end of the semester , your course grade will be determined based on your total points earned as follows:

Total Points Earned	Course Grade Assigned
104 - 115	A
92 - 103	B
80 - 91	C
0-79	F, FA or FN

MY TOTAL POINTS: \_\_\_\_\_

MY COURSE GRADE: \_\_\_\_\_

## ADDITIONAL POLICIES

- **Academic Dishonesty:** (Student Code of Conduct, Academic and Classroom Misconduct)  
Cheating is a serious breach of academic conduct; punishment for offenses range from a grade of “F” on the assignment to expulsion from the university.
- **Plagiarism Policy:** Plagiarism is using someone else’s words or ideas as if they are your own. Plagiarism or other forms of cheating will not be tolerated – and will result in a grade of zero for an assignment or failure of the course, at the discretion of the instructor. We will discuss plagiarism in more detail as “Academic Honesty”. You may also discuss it with the librarian who is assigned to our class. Learning to quote, paraphrase, and document sources or information correctly is the best way to avoid plagiarism.
- **Discipline Policy:** Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Student Conduct” in the Student Handbook for an understanding of what will be expected of them within the academic setting. Standard classroom etiquette also requires that you be on time (tardiness is rude to your classmates and professor), turn off your cell phone before class; do not eat, drink or chew gum during class.
- **Disability Policy:** Any student who has a disability that may affect his or her academic performance is encouraged to make an appointment with me or to contact the Coordinator of Disability Services to discuss this matter (931-221-6230 voice; 931-221-7288 tty; 931-221-7102 fax)
- **Minors on Campus:** Minors (any non-student under the age of 18) accompanying staff, faculty, students, or visitors on campus are not permitted in the classroom.
- **Extra Credit:** NO extra credit will be given.
- **Midterm Grades:** A mid-term grade shall be awarded for all students in this course. The grade awarded may not necessarily be based on 50% of the course requirements and may or may not differ from the final grade. Your mid-term grade will be posted on AP Self-Serve. Your mid-term grade is not an official grade, and as such, will not be used to calculate a GPA or be posted to an official transcript.
- **Withdrawal Policy:** Please confer with your APSU 1000 instructor, your academic adviser, or the Dean of Enrollment Management and Academic Support Services before withdrawing from the university. Students may not withdraw from APSU 1000 unless they are withdrawing from the university. The policy of Austin Peay State University will be followed regarding withdraw from this class. Freshmen who withdraw from the university online through AP Self-Serve are required to complete a Freshman Withdrawal Survey before the withdrawal is complete.
- **E-Mail Use:** Due to Federal Family Educational Rights and Privacy Act (FERPA), all electronic communication must be through official APSU communication systems so that confidentiality is maintained. Faculty are not permitted to respond to an email from a student from outside the university. To communicate with professors and other APSU professionals, you must use your AP Web mail OR the system of communication provided through D2L. *SO THAT YOU CAN MAINTAIN YOUR PRIVACY, IT IS STRONGLY RECOMMENDED THAT YOU NOT REVEAL YOUR PASSWORDS TO OTHER STUDENTS.*
- **THE PROCEDURES LISTED IN THIS SYLLABUS ARE SUBJECT TO CHANGE IN THE EVENT OF EXTENUATING CIRCUMSTANCES AND ANY SUCH CHANGES WILL BE POSTED ON THE ANNOUNCEMENT PAGE OF D2L.**