

TROY UNIVERSITY™

TROY ONLINE

Master Course Syllabus

Course Title

Term & Year

***** NOTE: All information shown between *** ** characters should be deleted and replaced by actual course information. Do not edit or delete any information located outside of the *** characters.**

Instructor Information

Information should include your Title; Name; Location; Phone Number(s); and Troy Email.
Insert a specific time each week when you will be available for student questions, or a plan for communicating with student. Be sure to let them know hours you can be contacted by phone.

Instructor Education

Provide a list of your earned degrees here.

Course Description

Provide Course Description

Course Objectives

Provide Course Objectives

Student Learning Outcomes

Provide Learning Outcomes

Course Prerequisites

List any course prerequisites if applicable

Course Topics

List any course topics if applicable

Specific Course Requirements

List any specific course requirements. Typical eTROY requirements apply such as: weekly assignments, midterm exam, discussion boards, current events, final exam, etc.

Research Component

Insert any research requirements for this course if applicable.

Entrance Competencies

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

Required Textbooks

List Required Textbooks

The official bookstore for Troy University is Barnes and Noble (B&N). Students can now order textbooks within Blackboard, Trojan Web Express or on the B&N website at <http://shopstroytrojans.com/>. For further instructions on how to order your course materials go to “[How to Order Textbooks](#)”.

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

Supplementary Materials

List any supplementary materials that apply for this course

Attendance Policy

In addition to interaction via Blackboard and email contact, you are required to contact the instructor via email 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.

Submitting Assignments

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

Make-Up Work Policy

Missing any part of this schedule may prevent completion of the course. If you foresee difficulty of any type (e.g., 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” Policy.) 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

exist, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation. "Computer problems" is not an acceptable excuse.

Method of Evaluation

Insert breakout of how grades will be determined, including weighting used.

Examination Schedule and 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.***

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.**

EXAMPLE SCHEDULE

Dates	Assignments
Week 1	Review course requirements and APA Guidelines Post Biography in Discussion board Read introduction of how to do project and Chapters 1,2 & 3 from text Come up with a topic to research and submit to instructor
Week 2	Chapters 4 & 5 Work on the theory of research project and send to instructor for approval Take quiz #1
Week 3	Chapters 6 & 7 Take Quiz #2 Work on the sampling procedure of research project and send to instructor for approval
Week 4	Chapters 8 & 9 Take Quiz #3 Work on cover letter of research project and send to instructor for approval
Week 5	Chapters 10 & 11 Midterm Exam Work on literature reviews of research project and send to instructor for approval
Week 6	Chapter 12 Take Quiz #4 Work on data analysis of research project and send to instructor for approval
Week 7	Quiz #5 and optional quiz #6 Final Project due for review by instructor (optional)
Week 8	Research project due (five pts off per day late fee)
Week 9	Final Exam
