



**TEXTBOOKS & OTHER  
INSTRUCTIONAL  
MATERIALS****Required Textbook(s):**

- Dollahite, Nancy E. and Julie Haun (2012). Sourcework: Academic Writing from Sources. Heinle Cengage Learning (2nd ed). ISBN-13: 978-1-111-35209-7 ISBN-10: 1-111-35209-7
- American Psychological Association. (2010). Publication manual of the American Psychological Association. Washington, D.C.: American Psychological Association.

**Optional Textbook(s):**

- Ascher, A. (1993). Thinking about editing: A grammar editing guide for ESL writers. New York, NY: Heinle.

**Library Resources:**

The Library is located in the Pender Building. The Library also provides students with access to several online libraries, LIRN, e.brury, ERIC, and JSTOR which can be accessed by clicking on <http://library.IKD.edu>.

**Writing, Research, And Media Center:**

The Writing, Research, and Media Center serves to support students in a way that allows for enhanced growth and ability to communicate in writing for their various fields of study. Students are provided one-on-one sessions to target specific needs in order to allow for students to develop skills for long term success. Resources for the WRMC are provide here: [www.fxua.edu/wrmc](http://www.fxua.edu/wrmc)

**Moodle Support and FXUA IT Help Desk**

Should you encounter any problems, please feel free to contact the FXUA technical helpdesk. Technical support can be accessed through VIU's IT department: <http://it.fxua.edu/>

**Other useful web sites:**

- American Psychological Association. (2013). APA style. Retrieved from <http://www.apastyle.org>.

**FXUA GRADING SYSTEM**

For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades. For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is failing grade. The grade of S is a passing grade and the grade of U is a failing grade for ESL courses. The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

<b>A</b>	95.00-100.00	<b>C</b>	65.00-69.99
<b>A-</b>	90.00-94.99	<b>C-</b>	60.00-64.99
<b>B+</b>	85.00-89.99	<b>D+</b>	55.00-59.99
<b>B</b>	80.00-84.99	<b>D</b>	50.00-54.99
<b>B-</b>	75.00-79.99	<b>D-</b>	45.00-49.99
<b>C+</b>	70.00-74.99	<b>F</b>	0.00-44.99

Assignment grades and course grades are directly related to a student's GPA and are reflective of the kind and quality of work that a student does for the course; therefore, grades are not rounded up or down for assignments or for the course as a whole.

**COURSE REQUIREMENTS  
AND EVALUATION CRITERIA**

Attendance and Participation 5%  
Mechanics and Format 45%  
Midterm Paper 20%  
Final Paper 30%

**SYLLABUS LAST REVISED  
DATE**

DECEMBER 2014

**Student Core Elements****STUDENT RIGHTS,  
RESPONSIBILITIES AND  
CODE OF CONDUCT**

All students are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which everyone can succeed through the fruits of their own efforts. Academic integrity includes a commitment to not engage in or tolerate acts of academic dishonesty. Academic dishonesty involves one of the following:

- 1) cheating on an examination or quiz;
- 2) buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;

- 3) substituting for another person during an examination or allowing such substitution for one's self;
- 4) plagiarizing, the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work;
- 5) colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor;
- 6) copying the institution's software without permission of the copyright holder or placing personal software on the institution's computers or damaging or destroying software or computers; and other forms of academic dishonesty include selling or purchasing examinations, papers or other assignments and submitting or resubmitting the same paper for two different classes without explicit authorization.

When an instructor suspects academic or non-academic dishonesty, s/he will exercise her/his academic judgment in light of the particular circumstances and the student's academic history. Consultation with the department chair is compulsory if a faculty member suspects plagiarism.

#### PLAGIARISM POLICY

Plagiarism is a serious offense at FXUA as we are preparing candidates who will assume positions requiring high degrees of trust, ethics, and legal responsibilities. Although plagiarism is defined and viewed differently depending upon the culture, FXUA subscribes to the following definition of plagiarism as defined by plagiarism.org:

1. Turning in someone else's work as your own
2. Copying words or ideas from someone else without giving credit
3. Using your own work from a previous course and not citing that work as such
4. Failing to put a quotation in quotation marks
5. Giving incorrect information about the source of a quotation
6. Changing words but copying the sentence structure of a source without giving credit
7. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

**Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.**

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

*(Credited Source: <http://plagiarism.org/plagiarism-101/what-is-plagiarism>)*

#### STUDENT COMPLAINT POLICY

##### FXUA Formal Complaint Procedure

FXUA faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, FXUA has established a procedure to address any school-related problems, concerns, or complaints. Most academic concerns will be handled by the instructors directly:

1. Students should first discuss the problem with the instructor.
2. Then with the Dean of the School, if necessary.
3. If the problem is not resolved at that level, the student should then contact the Vice President of Academic Affairs.

FXUA team members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad-hoc Grievance Committee can be formed comprised of the Vice President of Academic Affairs, one senior faculty member, the Dean of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days after the committee's meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations: the *State Council of higher Education for Virginia* (SCHEV) or the *Accrediting Council for Independent Colleges and Schools* (ACICS).

#### VERIFICATION OF STUDENT ENROLLMENT

It is the student's responsibility to verify that s/he is enrolled as a student in this course. Students attending an incorrect course or not registering for the proper course risk losing credit for the course they are required to take, losing the money paid for the course, being dropped from the course that are required to take as well as risking their F1 student status due to their not being enrolled as a full-time student.

<b>ADDITIONAL INFORMATION ON FXUA POLICIES</b>	Students should refer to the VIU Academic Catalog and the VIU Student Handbook for additional and/or more specific information on FXUA policies and guidelines. Electronic version of the catalog can be found through the registrar's office at <a href="http://fxua.edu/academics/academic-catalog.html">http://fxua.edu/academics/academic-catalog.html</a> .
<b>ATTENDANCE POLICY</b>	<p>The University faculty strive to provide a quality learning environment for all students. Good academic standing requires participation of students in all class-related activities. Therefore, attendance at FXUA is mandatory. There are only two acceptable reasons for an <b>excused absence</b> from class:</p> <ol style="list-style-type: none"> <li>1) illness on the part of the student or</li> <li>2) a family emergency.</li> </ol>
	<p>Written documentation is required for an absence to be excused. Such documentation must be submitted to the program director and a copy to the instructor. Please remember that missing a class does not excuse you from completing and submitting your homework. Excused absences may negatively affect a student's grade if missed work is not submitted and missed tests are not made up. Reasonable accommodation (e.g., alternative assignments) can be made in situations where missed work cannot be made up (e.g. when it requires participation of other students and would hold the whole group back).</p>
	<p><b>Unexcused absence</b> may negatively affect the student's final course grade. Instructors are <u>under absolutely no obligation</u> to provide make-up work or quizzes for unexcused absences, nor do they have to accept late homework. Missing more than 25% of classes may result in an <u>automatic failing grade</u> and may affect the student's visa status.</p>
	<p>The last day of attendance for an onground course is defined as the last day in which the student was engaged in an academically related activity that can be documented in class.</p>
	<p>All students are expected to arrive to class on time and stay for the entire class period. Late arrival to class is disruptive to both the instructor and to classmates. Late arrivals and early departures are disruptive both to the instructor and to classmates. Three late arrivals/early departures equal one absence. <b>Students will not be permitted to enter the classroom if they are more than 10 minutes late.</b></p>
<b>VIU'S AMERICANS WITH DISABILITIES (ADA) POLICY</b>	<p>Virginia International University is committed to ensuring that all of its facilities and programs are accessible to all persons. If you believe you may qualify for course adaptations or accommodations in accordance with the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act, it is your responsibility to contact Human Resources for an accommodation approval letter. Once you have coordinated services with Human Resources, please provide your letter of accommodation to the instructor no later than the second class session.</p>
<b>CELL PHONES</b>	<p>Cell phones must be turned off in class.</p>
<b>INCLEMENT WEATHER POLICY</b>	<p>Students can learn if FXUA is closed or opening late due to snow, ice, or other bad weather by checking: 1) the FXUA website at <a href="http://www.fxua.edu">www.fxua.edu</a>, 2) the FXUA telephone voice message at (703) 591-7042; (3) local television and radio news. Classes cancelled due to bad weather will be rescheduled.</p>
<b>OUTSIDE ACADEMIC WORKLOAD</b>	<p>Students in an undergraduate level course should expect roughly 2-3 hours of outside work and preparation for every credit. For a typical three credit course, this is roughly between 6-9 hours of work per course per week.</p>
<b>ADDITIONAL COURSE-SPECIFIC POLICIES</b>	<p><b>Attendance:</b> Attendance is mandatory. You are responsible for any material covered during any absence. <b>All absences affect your attendance/participation grade;</b> note that <b>if you miss more than 3 classes, you will not be able to pass the course.</b></p> <p><b>Reading assignments:</b> All assigned readings must be completed before the day the topic will be covered in class.</p> <p><b>Written assignments/projects:</b> All assignments should be typed and utilize APA 6<sup>th</sup> Edition guidelines for citations and formatting. Grades for written work will be determined by content, formatting, and compliance with grammatical and structural conventions of English.</p> <p><b>Submission of assignments and late submission policy:</b> All work must be turned in on time according to the announced schedule. All late assignments result in an automatic grade</p>

deduction. No late submissions will be accepted after 7 days from the initial due date. Late submissions will only be accepted with advance written permission from the instructor.

**Assignment Submission Guidelines:** Each assignment turned in must include the following on a title page:

- Running Head
- Page numbers
- Assignment Reference (Homework Assignment 3)
- First Name, Last Name
- Student ID Number
- Course Number and Name (MBA 611 – Law)
- Complete Date of Submission (Month Day, Year)

Assignment submissions must adhere to the APA standards (6<sup>th</sup> Edition), and use APA 6<sup>th</sup> Edition referencing style.

**Updated course schedules:** The instructor reserves the right to modify the schedule for the course as necessary to meet the learning objectives. Updated versions will be provided to students as necessary.

### Academic Elements

**Syllabus Modification Statement**

Although this syllabus reflects the professors attempt to provide students with the most accurate and current information regarding this course, the syllabus also represents a living document which may require subsequent modification. Although no substantial changes will be made in terms of the assignments, course grading policy, or course structure, the professor for this course as well as the University/School reserve the right to make modifications to the syllabus designed to improve the overall course deliver and student satisfaction. In the event such modifications are necessary, students in this course will be notified in writing along with the Dean's Office for the School.

**MOODLE KEY**

MOODLE KEY Accessible at <http://moodle.fxua.edu/> under the course code.

**ATTACHMENTS**

Attachment A: Course Schedule  
Attachment B: Assignments in Detail  
Attachment C: Additional Resource Bibliography