ANGELO STATE UNIVERSITY
Department *of* Curriculum and Instruction

EDG 6307

Professional Writing for Educators

Fall A 2019

Tia Agan, Ed.D.

SYLLABUS TABLE OF CONTENTS

COURSE INFORMATION

COURSE NUMBER
EDG 6307

COURSE TITLE
Professional Writing for Educators

COURSE DELIVERY
This is a distance course utilizing the Blackboard course management tool with course requirements, learning activities, assignments, and due dates specified in the course calendar and modules in Blackboard. The course site can be accessed at http:///blackboard.angelo.edu The course begins on August 19th and ends on October 11th.

COURSE DESCRIPTION
This course emphasizes the skills needed for professional and academic writing in education. Course activities and assignments focus on processes and skills for writing such as, but not limited to, organization, syntax, voice, academic grammar, and sentence structure

INSTRUCTOR INFORMATION

LEAD INSTRUCTOR
Tia Agan, Ed.D.
Email: brook.dickison@angelo.edu

Instructor
Anica M. Cisneroz, M.A.
Email: anica.cisneroz@angelo.edu

INSTRUCTOR TEAM
Graduate courses in the Department of Curriculum and Instruction may utilize an instructor team to support the Lead Instructor. All members of the instructor team are highly qualified with educational and practical experiences related to the subject-matter of the course.

OFFICE HOURS
Email is the most accessible way to contact all instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours.

STUDENT LEARNING OUTCOMES

- Candidates will construct various forms of academic writing, employ appropriate stylistic practices in line with their respective fields, and implement key rhetorical concepts related to effective writing
- Candidates will develop foundational writing practices key to effective written communication, including organization, syntax, voice, academic grammar, and sentence structure.
- Candidates will acquire the critical thinking skills needed to gather, analyze, and synthesize relevant research within their respective disciplines
- Candidates will obtain the needed skills to effectively contribute scholarly work to their respective fields and recognize their positionality as a researcher and writer in an academic setting

REQUIRED TEXTS AND MATERIALS

REQUIRED TEXTS
American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

RECOMMENDED READINGS
Course materials and readings are located in Blackboard. Candidates are expected to locate peer-reviewed, research-based resources for research on individual topics and learning activities.

TECHNOLOGY REQUIREMENTS
A complete list of technology requirements for online education at Angelo State University is available at https://www.angelo.edu/online-education/technology_requirements.php. Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

GRADING SYSTEM
Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

The following grading scale is in use for this course:
 A = 90.00-100%
 B = 80.00-89%
 C = 70.00-79%
 F = below 70%

METHODS OF INSTRUCTION

- Since this course is delivered online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.
- Course design includes a combination of learning activities to strengthen the academic and professional competence of candidate's writing skills, presentation skills, collaboration, analysis, and practical application/experience.
- Learning activities may include, but are not limited to critical analysis submissions incorporating research, writing, and reflection; digital presentations with multimedia and/or interactive elements; collaboration opportunities through online discussion boards, wikis, or blogs; practical case studies requiring research, writing, and collaboration; and other projects and activities such as interviews, field visits, modeling, and videos.

<u>COMMUNICATION</u>

The course is designed to offer regular and substantive interaction between candidates and instructors. Both candidates and instructors are responsible for effective, appropriate, and timely communications and interactions in the course.

CANDIDATE COMMUNICATIONS: Candidates should initiate communications with instructors through Class Café or the ASU email system. Check frequently for announcements and reminders. Scoring rubrics and module information outline the specific interaction and communication requirements for each learning activity.

Course content and subject-specific questions should be posted to Class Café for interactions with other candidates and instructors about the content. Technical support concerns should be submitted to the IT Service Center via phone at (325) 042-2911 or toll-free at (866) 942-2911.

WRITTEN SUBMISSIONS: It is an expectation of this department that you use academic and professional writing skills. Candidates should follow APA guidelines for formatting and citations in all learning activities unless otherwise specified. Failure to utilize accurate APA citations and references constitutes plagiarism.

USE GOOD "NETIQUETTE":
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.

- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude to forward someone else's messages without their permission.
- It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(From "The Net User Guidelines and Netiquette" by A.H. Rinald, 1994, Florida Atlantic University. Adapted with permission.)

INSTRUCTOR COMMUNICATIONS: Instructors will provide communications relevant to the course and subject matter through weekly emails, Blackboard announcements, Class Café, interactions during learning activities such as moderating discussion boards, and feedback on submitted assignments. These course activities help build a sense of community among learners.

Instructors will typically respond to email within 24 hours. Class Café discussions will include both peer and instructor responses as appropriate to assist with candidate mastery of the subject. Instructors will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by instructors in Grade Center, Turn It In Feedback Center, or on scoring rubrics in Blackboard as appropriate for each assignment.

CANDIDATE PARTICIPATION
- Candidates are expected to be active learners. It is a basic assumption of the instructor that candidates will be involved discovering, processing, and applying the course information using peer-review journal articles and researching additional information through the ASU Online Library and Internet.
- Candidates are expected to engage with the material, their peers, and their instructors. Ensure that you are reading all of the materials provided in the Blackboard modules. Participate in discussions with your peers about the content through Class Cafe.
- If you have questions, it is important to ask immediately since many of the tasks build on one another.

ATTENDANCE
Distance course. Candidates are required to follow the course calendar and the expectations related to candidate participation. Candidates are expected to engage in course activities and submit assignments by due dates and times identified in the course calendar.

Faculty are required to confirm attendance of candidates in a course at the beginning of each term to the ASU Registrar Office as part of complying with regulations regarding the administration of federal financial aid. In accordance with ASU processes and federal

regulations, academic attendance in a course is considered active engagement which includes but is not limited to submitting an academic assignment or participating in an online discussion in the course about academic matters. Logging into an online course without active participation does not meet academic attendance requirements. The last date of course attendance for reporting to the Registrar will be the last date of active engagement in the course.

LIBRARY RESOURCES

Candidates should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at www.angelo.edu/services/library/. Information on library resources is available in the Orientation tab of each course. This course also includes a special research librarian for the course, and candidates can contact them directly through a specific course discussion board. All candidate can also use the Ask A Librarian research support feature.

ASSIGNMENT SUBMISSION

In this class, all assignments need to be submitted through the posted Blackboard or TurnItIn link in the Blackboard course site. You should record the confirmation number received when you submit your work. Assignments are not accepted via email.

If a technology issue does occur regarding an assignment submission, email your instructor along with documentation that you notified the help desk. This process will document the problem and establish a timeline for submission.

LATE WORK OR MISSED ASSIGNMENTS

All learning activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Documented medical or personal emergencies will be reviewed on a case-by-case basis with the appropriate documentation and in accordance with department policy.

RESUBMISSION POLICY

- During their studies at Angelo State University, students may find themselves writing on the same or similar topics; regardless, their writing is expected to reflect new approaches and insights into that topic to demonstrate their intellectual growth.
- ASU recognizes that there may be some overlap between the requirements, assignments, and inquiry for different courses. **In general, students may use only _small_ portions of documents as background or foundational material for additional development in a subsequent assignment or research project. Students may not merely copy and paste substantial sections from one paper to another.** Any use of prior work is at the discretion of the instructor: students must receive prior approval from their instructor, who may request a copy of the previous work.

- When using their own scholarly work in subsequent assignments, students should cite themselves as a primary author and their previous coursework as unpublished papers, as shown in *The Publication Manual of the American Psychological Association, 6th Ed*.

POLICIES RELATED TO THIS COURSE

All candidates are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook
  http://www.angelo.edu/student-handbook/

- ASU Undergraduate and Graduate Catalog
  http://www.angelo.edu/catalogs/

- Academic Calendar
  https://www.angelo.edu/services/registrars_office/academic_calendar.php

ACADEMIC INTEGRITY

Candidates are expected to know and understand behaviors that can constitute academic misconduct. A plagiarism module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete a plagiarism statement acknowledging that the candidate completed the plagiarism module in the orientation, understands what plagiarism is, understands all work must be the candidate's original work, and understands the potential consequences of plagiarism.

The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

STUDENTS WITH DISABILITIES

Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate

such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
(325) 942-2047
dallas.swafford@angelo.edu

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
Candidates can find information on the observance of religious holy days in ASU Operating Policy 10.19. Candidates should also review the information related to course attendance.

TITLE IX
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sexual discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. You are encouraged to report any incidents to ASU's Title IX Coordinator Michelle Boone at michelle.boone@angelo.edu or using ASU's online form at http://www.angelo.edu/services/title-ix/file-a-complaint.php.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Course Objectives and Calendar of Due Dates
You are expected to read all material in each module before submitting an assignment. Required readings can be accessed through the module though you are expected to locate additional research in support of your work. The instructions and scoring expectations are also included in the module.
All activities should be submitted by 11:59 pm (CST) on the date scheduled unless otherwise noted. A 10% grade reduction may occur for each day the assignment is late. Extensions will be administered on a case-by-case basis with the appropriate documentation according to the departmental policy.

Module	Assignment	Objectives	Points	Due Dates
Pre-module	Plagiarism Statement Portfolio Creation		0 0	Wednesday Aug 21
One	Flipgrid Introduction Video APA Manual and Library Scavenger Hunt	*In a Flip Grid video, candidates will reflect on their experiences with academic writing *In a Flip Grid video, candidates will identify a strength and weakness in professional writing and research *Candidates will share their introductory videos and collaborate with colleagues to grow their online learning community --- *Candidates will demonstrate an understanding of how to effectively and efficiently utilize the APA manual by conducting a scavenger hunt *Candidates will learn how to utilize the research tools and resources provided by the library by conducting a scavenger hunt	5 5	Initial Post Wednesday Aug 21 Responses Friday Aug 23 Sunday Aug 25
Two	Grammar, Mechanics, and Style Quiz Dispositions and Ethics Paper	*Candidates will demonstrate their understanding of appropriate writing conventions by successfully completing a grammar and mechanics quiz --- *Candidates will demonstrate an understanding of the dispositions and ethical writing principles which govern their respective fields *Candidates will present their ideas through an APA formatted paper, using research to support their claims	5 3	Wednesday Aug 28 Sunday Sept 1
Three	Synthesis of Sources Paragraph	*Candidates will employ critical thinking skills to produce a cohesive paragraph by identifying pertinent information and synthesizing relevant research ---	5 15	Wednesday Sept 4

	Interview and Research Connection Paper	*Candidates will gain an understanding of timely and relevant issues in their respective disciplines through interviewing a practicing professional *Candidates will share and reflect upon their interview findings through a well-constructed, APA formatted paper *Candidates will make connections between what is taking place in the field and their research findings		Sunday Sept 8
Four	Annotated Bibliography	*Candidates will evaluate sources to identify quality relevant sources related to two topics in their field of education *Candidates will analyze articles, identify key aspects, and synthesize an annotation of the information presented *Candidates will construct clear and concise summaries through the use of varied sentence structures --	15	Friday Sept 13
	Research Reflection Paper	*Candidates will reflect upon their experiences during the research process through an APA formatted paper	3	Sunday Sept 15
Five	Audience and Purpose Discussion Board	*Candidates will identify appropriate writing practices for three separate audiences through the construction of a graphic organizer *Candidates will collaborate with their colleagues to discuss the various approaches to writing and communicating in academia and within their profession --	4	Initial Post Wednesday Sept 18 Responses Friday Sept 20
	Topic Exploration Email	*Candidates will identify a relevant and applicable topic within their field *Candidates will propose a timely and relevant topic within their field through a professionally constructed email *Candidates will detail the proposed sub topics of their paper within a professionally constructed email	4	Sunday Sept 22
Six	Sign up for *optional* zoom meeting	A google form will be included in the week 6 announcement for a writing support session during week seven. If you would like an instructor to assist in a specific area of your writing, you must sign up by Friday.	0	Sign up form will be open Mon-Fri

	Sample Text Analysis	-- *Candidates will evaluate, edit, and refine a provided sample text for clarification and quality in line with graduate writing standards *Candidates will employ critical thinking skills to construct a transition sentence that demonstrates a clear progression of ideas from one point to the next ---	3	Wednesday Sept 25
	Problem in Practice Draft		0	Sunday Sept 29
Seven	*Optional* Zoom Meeting	Instructors will review submitted drafts and candidates who have signed up will receive feedback regarding a specific area of concern (identified by the student) in their writing. All are welcome to attend.	0	Mon-Wed
	Problem in Practice Peer Mark	*Candidates will work collaboratively in the peer evaluation process to provide substantive and meaningful feedback to their colleagues	5	Wednesday Oct 2
	Problem in Practice Paper	-- *Candidates will synthesize their research findings to produce a review of 2-3 key findings in the literature relating to their chosen topic *Candidates will construct a professionally competent paper that meets the guidelines for APA format and graduate writing style	25	Sunday Oct 6

Eight				
	Course Evaluation			Wednesday Oct 9
	Reflection Paper	*Candidates will reflect on their experiences with research and writing throughout the course in an APA formatted paper ---	3	
	Portfolio/Reflection Submission			Friday Oct 11