

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

EDUC 306

SCHOLARLY WRITING AND APA FOR TEACHERS

COURSE DESCRIPTION

This course provides professional development for preservice and inservice teachers in professional writing skills. Students will examine the principles of form, structure, grammars, and format.

RATIONALE

Mastery of written communication skills is imperative for a teacher to obtain. Being able to communicate clearly and concisely to a specific audience for a specific purpose through the written word is an everyday task for a teacher. This course will familiarize students with APA, a style of writing that is commonly used in the field of education for coursework and professional development, and various other forms of professional writing.

I. PREREQUISITES

EDUC 205, ENGL 101, ENGL 102

II. REQUIRED RESOURCE PURCHASE

Click the following link to view the required resources for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Identify rules of mechanics and grammar in professional writing.
- B. Apply elements of APA Style in professional writing.
- C. Use correct formatting for term papers.
- D. Practice correct formatting for research projects.
- E. Explain how biblical principles influence professional writing.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings, presentations, and journal articles

B. Discussion Board forums (4)

The student will complete four Discussion Board forums in this course. Each initial thread will require a minimum of 250 words. Replies to at least two other students' threads are required with a minimum of 100 words each. Each initial thread is due by 11:59 p.m. (ET) on Thursday of the module/week assigned. A minimum of two replies in each forum will be due by 11:59 p.m. (ET) on Monday of the same module/week.

C. Group Annotated Bibliography

This is a group project in which members of the group will research scholarly articles in the field of education, summarize findings, and correctly format an annotated bibliography. Begin the assignment by completing the Group Worksheet by 11:59 p.m. (ET) on Monday of Module/Week 2. Collaborate with your group to create a finished product, which will be submitted by the group leader by 11:59 p.m. (ET) on Monday of Module/Week 5.

D. Article Response

The student will read three articles and choose one to respond to in a 350-word reflection. Proper APA formatting for citations and a reference page are required. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 4.

E. Written Communication Evaluation

The student will research and evaluate a form of written communication by examining its effectiveness, strengths, and weaknesses and assess how it might be used in a classroom. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 6.

F. Reaction Paper

The student will write a personal reaction paper based on an aspect of the material researched for the annotated bibliography. The paper should include a summary, critique, reaction, and application and be a minimum of 500 words. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 7.

G. Letter of Reflection

The student will write a formal letter to the professor critically reflecting on individual growth in the areas of scholarly and professional writing. The letter must be at least four paragraphs in length and follow APA formatting. This assignment is due by 11:59 p.m. (ET) on **Friday** of Module/Week 8.

H. Quizzes (3)

The student will complete three quizzes, each is open-book/notes and consists of 20 questions covering material from the readings and presentations. The student will have 60 minutes to complete each quiz by 11:59 p.m. (ET) on Monday of the assigned module/week.

VI. COURSE GRADING AND POLICIES

A. Points

Discussion Board forums (4 at 70 pts ea)	280
Group Project	
Group Worksheet	10
Group Annotated Bibliography	150
Article Response	65
Written Communication Evaluation	75
Reaction Paper	150
Letter of Reflection	90
Quiz 1 (Module 2)	60
Quiz 2 (Module 3)	60
Quiz 3 (Module 4)	60
Total	1000

B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0-599

C. Late Assignment Policy:

The nature of this course requires that the student interact with the material, professor and other students on a weekly basis. Because of this, it is difficult to achieve the fullest experience in this learning environment when assignments are late.

If unable to complete an assignment on time, the candidate must contact the instructor immediately by email to make arrangements for the completion of that assignment. Assignments that are submitted after the due date without appropriate excuse and pre-approval will receive the following deductions:

1. Assignments submitted after the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted more than two weeks late or after the final due date of the class will not be accepted without documentation or extenuating circumstances.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations.

COURSE SCHEDULE

EDUC 306

Textbook: American Psychological Association, *Publication Manual of the American Psychological Association* (2010).

WEEK/ MODULE	READING & STUDY	ASSIGNMENTS	POINTS
1	APA: chs. 1 & 2 1 presentation 2 articles	Course Requirements Checklist	0
		Class Introductions	0
		DB Forum 1	70
2	APA: ch. 3 1 presentation 1 article	DB Forum 2	70
		Group Worksheet	10
		Quiz 1	60
3	APA: ch. 4 1 presentation 2 articles	Quiz 2	60
4	APA: ch. 6 1 presentation 3 articles	Article Response	65
		Quiz 3	60
5	1 presentation 3 articles	DB Forum 3	70
		Group Annotated Bibliography	150
6	1 presentation 1 article	Written Communication Evaluation	75
7	APA: ch. 8 1 presentation 1 article	DB Forum 4	70
		Reaction Paper	150
8	1 presentation 1 article	Letter of Reflection	90
TOTAL			1000

DB = Discussion Board APA=American Psychological Association

NOTE: Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.