ENG201 WRITING FOR THE PROFESSIONS
SPRING - 15 WEEK 2017  Section All  3 Credits  01/02/2017 to 04/16/2017  Modified 12/08/2016

Description

Writing for the Professions helps students improve the writing skills necessary for success in academic study and workplace application. Emphasis is on developing persuasive arguments that are well supported and clearly presented. Students follow a structured research writing process and learn to navigate the Excelsior College Library to find strong, academic evidence to support arguments. The course includes special focus on APA (American Psychological Association) citation and manuscript preparation.

Prerequisite(s)

ENG101 English Composition or equivalent

Outcomes

Upon completion of this course, students should be able to:

1. Demonstrate competence in basic writing mechanics, including spelling, grammar, and punctuation.
2. Plan, organize, and deliver effective communications that inform and/or persuade.
3. Locate, evaluate, and integrate scholarly sources that are appropriate for discipline-specific research questions.
4. Apply the most effective writing style and citation format to a research writing project.
5. Apply the processes of editing and revising to written communications to prepare them for publication.
6. Demonstrate use of scholarly research to support the development of a comprehensive research writing project.

Deliverables

Click here to view the 8 week Term Schedules.

Click here to view the 15 week Term Schedules.

Course Schedule

Weeks start on Monday, 12:01 AM ET (Eastern Time) and end on Sunday, 11:59 PM ET, US (United States).

Unless otherwise noted, all assigned items are due at the end of the module (by 11:59PM, Sunday).

<table>
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<tr>
<th>Week</th>
<th>Module &amp; Title</th>
<th>Reading</th>
<th>Assignments</th>
<th>Online Discussion</th>
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<td>Reading: Essay Writing (<a href="http://owl.excelsior.edu/posts/view/161">http://owl.excelsior.edu/posts/view/161</a>)</td>
<td>M1D1 (Module 1 Discussion 1): Why Is Research Important?</td>
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<td>Reading: Writing Process Overview (<a href="http://owl.excelsior.edu/posts/view/154">http://owl.excelsior.edu/posts/view/154</a>)</td>
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<td>Reading: The Research Process: An Overview (<a href="http://owl.excelsior.edu/posts/view/5">http://owl.excelsior.edu/posts/view/5</a>)</td>
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<td>2</td>
<td>Module 2: Narrowing and Organizing Your Topic</td>
<td>Reading: Thinking About Your Assignment (<a href="http://owl.excelsior.edu/posts/view/133">http://owl.excelsior.edu/posts/view/133</a>)</td>
<td>M2J1: Choose a Topic for Your Final Project</td>
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<td>Reading: Narrowing and Developing (<a href="http://owl.excelsior.edu/posts/view/19">http://owl.excelsior.edu/posts/view/19</a>)</td>
<td>M2D1: Brainstorm to Organize Your Ideas</td>
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<td>Tutorial: Narrowing Process (<a href="http://owl.excelsior.edu/quizzes/view/34">http://owl.excelsior.edu/quizzes/view/34</a>)</td>
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<td>Tutorial: Research Questions (<a href="http://owl.excelsior.edu/quizzes/view/35">http://owl.excelsior.edu/quizzes/view/35</a>)</td>
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<td>Resource: Tools for Organizing Your Research (<a href="http://libguides.excelsior.edu.vlib.excelsior.edu/tools">http://libguides.excelsior.edu.vlib.excelsior.edu/tools</a>)</td>
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<td>Reading: Thesis or Focus (<a href="http://owl.excelsior.edu/posts/view/28">http://owl.excelsior.edu/posts/view/28</a>)</td>
<td>M3D1: Thesis Statement Workshop</td>
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<td>Reading: Stating Your Thesis (<a href="http://owl.excelsior.edu/posts/view/29">http://owl.excelsior.edu/posts/view/29</a>)</td>
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<td>Reading: Implying Your Thesis (<a href="http://owl.excelsior.edu/posts/view/30">http://owl.excelsior.edu/posts/view/30</a>)</td>
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<td>4</td>
<td>Module 4: Starting Your Research</td>
<td><strong>Tutorial:</strong> What is a Library Database? (<a href="https://www.wou.edu/provost/library/clip/tutorials/lib_database.htm">https://www.wou.edu/provost/library/clip/tutorials/lib_database.htm</a>)</td>
<td><strong>M4D1:</strong> Exploring the Research Databases</td>
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<td><strong>Video:</strong> OneSearch (<a href="https://my.excelsior.edu/group/library/onesearch-video">https://my.excelsior.edu/group/library/onesearch-video</a>)</td>
<td><strong>M4J1:</strong> Reflect on Your Experience with the Excelsior Library</td>
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<td><strong>Video:</strong> EBSCOhost Advanced Search (<a href="http://support.epnet.com.vlib.excelsior.edu/training/flash_videos/adv_guided/adv_guided.html">http://support.epnet.com.vlib.excelsior.edu/training/flash_videos/adv_guided/adv_guided.html</a>)</td>
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<td><strong>Video:</strong> ProQuest Advanced Search (<a href="https://www.youtube.com/watch?v=XL8k6mxTz7M&amp;list=PL943D4F9759615B70">https://www.youtube.com/watch?v=XL8k6mxTz7M&amp;list=PL943D4F9759615B70</a>)</td>
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<td><strong>Video:</strong> Finding a Known Item (<a href="https://my.excelsior.edu/group/library/known-item-catalog">https://my.excelsior.edu/group/library/known-item-catalog</a>)</td>
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<td><strong>Reading:</strong> Search Tips &amp; Tricks (<a href="https://my.excelsior.edu/documents/36236/92103/SearchTips.pdf">https://my.excelsior.edu/documents/36236/92103/SearchTips.pdf</a>)</td>
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<td><strong>Review:</strong> Library Map (<a href="https://my.excelsior.edu/documents/36236/101153/Library+Map/29b4ff74-55c4-47eb-bc17-403dc5d1a631?t=1386959081010">https://my.excelsior.edu/documents/36236/101153/Library+Map/29b4ff74-55c4-47eb-bc17-403dc5d1a631?t=1386959081010</a>)</td>
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<td>Reading: Peer Reviewed Articles <a href="https://my.excelsior.edu/documents/36236/92106/Peer_Reviewed_Articles.pdf/28a9b8cb-3109-4e58-a1f4-fb1c18ac0d15">Reading</a></td>
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<td>Reading: Print vs. Web Resources <a href="https://my.excelsior.edu/group/library/print-versus-web-resources">Reading</a></td>
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<td>Reading: Evaluation Criteria <a href="https://my.excelsior.edu/group/library/evaluation-criteria">Reading</a></td>
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<td>Reading: Media Literacy <a href="https://my.excelsior.edu/group/library/media-literacy">Reading</a></td>
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<td>Module 8: Summarizing, Paraphrasing, and Quoting</td>
<td>Reading: Quoting, Paraphrasing, and Summarizing</td>
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<td>• Quoting, Paraphrasing, and Summarizing (<a href="https://owl.english.purdue.edu/owl/resource/563/1/">https://owl.english.purdue.edu/owl/resource/563/1/</a>)</td>
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<td>• Paraphrase: (<a href="https://owl.english.purdue.edu/owl/resource/563/2/">https://owl.english.purdue.edu/owl/resource/563/2/</a>)</td>
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<td>• Write It in Your Own Words (<a href="https://owl.english.purdue.edu/owl/resource/563/2/">https://owl.english.purdue.edu/owl/resource/563/2/</a>)</td>
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<td>• Sample Essay for Summarizing, Paraphrasing, and Quoting (<a href="https://owl.english.purdue.edu/owl/resource/563/03/">https://owl.english.purdue.edu/owl/resource/563/03/</a>)</td>
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<td>• Review: Publication Manual of the APA (6th ed.)</td>
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<td>• Ch. 6, Crediting Sources</td>
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<td>• Video: Avoiding Plagiarism: What Do I Need To Cite? (<a href="https://www.youtube.com/watch?v=atTRlq6iaGo">https://www.youtube.com/watch?v=atTRlq6iaGo</a>)</td>
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<td>• Tutorial: Avoiding Plagiarism (<a href="http://owl.excelsior.edu/posts/view/421/">http://owl.excelsior.edu/posts/view/421/</a>)</td>
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M8D1: Summarizing, Paraphrasing, and Quoting Workshop

M8J1: Self-Test on Plagiarism
| Module 9: Integrating Source Material into Your Writing | Reading: Paragraphing (http://owl.excelsior.edu/posts/view/160)  
Reading: Topic Sentences (http://owl.excelsior.edu/posts/view/198)  
Reading: Paragraphing and Transitioning (http://owl.excelsior.edu/posts/view/199)  
Video: See It in Practice (http://owl.excelsior.edu/posts/view/200)  
Reading: Your Turn Now (http://owl.excelsior.edu/posts/view/201)  
M9D1: Share a Paragraph Workshop |
| --- | --- | --- |
| Module 10: Writing an Introduction and Conclusion | Reading: Introductions and Conclusions (http://owl.excelsior.edu/posts/view/158)  
Reading: Introductions (http://owl.excelsior.edu/posts/view/186)  
Reading: Introduction Purpose (http://owl.excelsior.edu/posts/view/187)  
Reading: Introduction Strategies (http://owl.excelsior.edu/posts/view/188)  
Reading: Conclusions (http://owl.excelsior.edu/posts/view/189)  
View: See It in Practice (http://owl.excelsior.edu/posts/view/190) | M10J1: Reflect on Your Body Paragraphs Writing Process  
M10D1: Introduction and Conclusion Workshop |
- Ch. 2, Manuscript Structure and Content  
- Ch. 3, Writing Clearly and Concisely | M11A1: Rough Draft of the Final Paper  
M11D1: Writing Clearly and Concisely |
M12D1: Peer Review |
### Module 13: Revising the Rough Draft

**Reading:** *Publication Manual of the APA* (6th ed.) Ch. 4, The Mechanics of Style
- [Revising and Editing](http://owl.excelsior.edu/posts/view/165)

**Activity:**
- M13J1: Reflect on Your Peer Review Experience
- M13D1: What Are Your Revision and Editing Plans?

### Module 14: Bringing it All Together

**Review:** Revising and Editing ([link](http://owl.excelsior.edu/posts/view/165))

**Activity:**
- M14A1: Final Project
- M14D1: Presentation Ideas

### Module 15: Presenting Your Ideas

**Read:** Presentations ([link](http://owl.excelsior.edu/posts/view/276))
- PowerPoints ([link](http://owl.excelsior.edu/posts/view/277))
- Sample PowerPoints ([link](http://owl.excelsior.edu/posts/view/278))


**Review:** Atomic Learning: Communication Tune Up Training ([link](http://www.atomiclearning.com/highed/communication-tune-up-training))

**Activity:**
- M15A1: Final Presentation
- M15D1: Share Your Presentation for Feedback

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**Evaluation**

**Grade Ranges**

- A=90-100%
- B=80-89%
- C=70-79%
Breakdown

<table>
<thead>
<tr>
<th>Activity/Assessment</th>
<th>% of final grade</th>
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<tbody>
<tr>
<td>Discussion Board</td>
<td>20%</td>
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<tr>
<td>Journal Activities</td>
<td>20%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>5%</td>
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<tr>
<td>Outline of the Final Paper</td>
<td>5%</td>
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<tr>
<td>Body Paragraphs with Integrated Support</td>
<td>10%</td>
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<tr>
<td>Rough Draft</td>
<td>10%</td>
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<tr>
<td>Research Paper</td>
<td>15%</td>
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<tr>
<td>Presentation</td>
<td>15%</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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The grade breakdown

RUBRICS USED IN THIS COURSE:

- SLA (School of Liberal Arts) Discussion Board Rubric
- SLA Journal Rubric
- SLA Writing Rubric
- SLA Annotated Bibliography Rubric
- SLA Outline Rubric
- SLA PPT (PowerPoint) Rubric without Voice-Over

Criteria

COURSE REQUIREMENTS

Course Activities:

Before beginning your course work, be sure to review the Excelsior College Guidelines for Online Interaction (http://www.excelsior.edu/netiquette) (a.k.a. Online Etiquette or "Netiquette"). If you have any questions regarding these guidelines, please feel free to direct them to your instructor.

All student work in this course may be submitted to plagiarism detection software.

M6A1: Annotated Bibliography – 5%

In this assignment, you will locate, summarize, and analyze a minimum of four sources you intend to use in your Research Paper and Presentation.
M7A1: Outline for Your Final Project – 5%
In this assignment, you will develop a formal outline for your Research Paper.

M9A1: Body Paragraphs with Integrated Support – 10%
In this assignment, you will develop a minimum of six body paragraphs including integrated support (paraphrased, summarized, and quoted material with in-text citations) for your Research Paper.

M11A1: Rough Draft of Your Final Project – 10%
In this assignment, you will combine the introduction and conclusion you developed in Module 10 with the body paragraphs you developed in Module 9 and add to them as necessary to form a rough draft of at least 1,200 words.

M14A1: Research Paper – 15%
In this assignment, you will apply the feedback you have received throughout the course to complete your final Research Paper, which must meet the following criteria:

- APA formatted title page
- An abstract of 150-200 words that summarizes the main points of the paper
- 5–7 pages (1,750–2,450 words) of body text, not including the title page, abstract, or references page, in support of your thesis statement
- Integrated, scholarly support from a minimum of 8 credible, recent sources that are properly cited according to APA guidelines
- APA formatted references page

M15A1: Presentation – 15%
In this assignment, you will use the information from your Research Paper to create a presentation designed to present your solution to the problem you identified to an appropriate academic or business audience. The slide presentation must be comprehensive and reflect the problem, solution, and other pertinent information from your Research Paper.

Journal Activities – 20%
In some modules, you will complete journal activities that are private conversations between you and your instructor. The purpose of these journal activities is to allow you to reflect on your specific experiences and learn from them. To that end, it is critical that you are self-reflective in the journal writing process.

Discussions – 20%
Some discussion topics may require you to post your initial post prior to being able to view your classmates’ posts.

In each module, students participate in one discussion or team project. Discussions in total account for 25% of the final grade and are graded according to the Discussion Rubric.

Discussion contribution notes:
Responses to the discussion questions should relate to the assigned readings for that module and should not consist solely of personal opinion. Discussion forums open each Monday. Your original posts are due by 11:55 p.m. ET on Thursday. Responses to original posts are due by noon ET on Sunday, before the forum closes. Students must respond to at least two original posts in each discussion forum unless otherwise directed.

In addition, students are required to read the responses to their original posts, and, if a classmate raises a question or an issue that warrants a response, students are required to respond.

When creating discussion posts, remember that, at a minimum, students should:

- Demonstrate a critical evaluation of the material
- Respond to the questions posed in the discussion forum
- Include references to the readings in support of the main argument
- Be original and thoughtful in response to the issue presented for discussion
- Use correct grammar, punctuation, and spelling
- Be responsive to questions or comments posted by others
FORMATTING AND STYLE FOR WRITTEN ASSIGNMENTS:

Students should submit their assignments in APA format unless otherwise specified in the assignment instructions.

Students should use the EC Library resources to cite sources (login to the EC Library is required):

- Citing Sources: https://my.excelsior.edu/group/library/cite-sources
- Plagiarism & Copyright: https://my.excelsior.edu/group/library/plagiarism-and-copyright

Course Policies

School of Liberal Arts Late Policy:

- No exams or quizzes will be accepted after the due date.
- Discussion posts must be completed within the module where they appear. Late discussion posts will not receive credit. Instructors may impose additional due dates for initial posts or responses and assess late penalties accordingly.
- All graded assignments (e.g., projects, papers, homework, lab reports) submitted after the designated due date/time will be assessed a late penalty of five percent per day for the first 5 days (for example, -5 points each day on a 100 point assignment, or -2.5 points each day on a 50 point assignment). Any assignment submitted after the fifth day will receive a grade of zero.
- No work will be accepted after the final day of the term unless an official course extension has been granted.
- Situations involving extenuating circumstances will be considered at the discretion of the instructor.

Institutional Policies

COURSE PARTICIPATION:

Weekly course participation is required. Please see the Student Participation Policy (https://info.excelsior.edu/student-policies/student-participation-policy-for-online-courses/) for more details.

Instructor Participation

Your instructor will:

- Post a welcome message during the first 24 hours of the course.
- Schedule real time office hours through the chat room and/or by individual appointment.
- Communicate with you through the Blackboard communication tools, including internal course messaging.
- Respond to student communications within two business days.
- Log into the course to review and participate at least three different days a week in 15-week courses, or four different days a week in 8-week courses.
- Provide you with formative feedback midway through the course based on work submitted to that point.
- Grade all formative assignments within 7 business days in 15-week courses and 4 business days in 8-week courses, and will grade final summative work within 5 business days after the end of the term.

POLICIES

You are responsible for being familiar with all the policies that are related to your activity in this course. Complete information on Excelsior College policies can be found in the Course Information area or by visiting the Excelsior College Policies page (http://www.excelsior.edu/policies).

All student work in this course may be submitted to plagiarism detection software. The reports from this software may be used as evidence in support of disciplinary actions. Please see the policy on Academic Honesty (https://info.excelsior.edu/student-policies/academic-honesty/) for more details.