

## Course Information

 <p><b>POINT</b><sup>19</sup>  <b>LOMA</b><sup>02</sup> NAZARENE UNIVERSITY</p>	<p><b>Center for Extended Learning (CEL)</b></p> <p><b>CEL5099: Writing Success for Graduate School</b></p> <p><b>3 Units</b></p>
<p><b>Summer 2024   Quad II</b></p> <p><b>6/17/24 - 8/11/24</b></p>	
<p><b>Meeting days: Online</b></p>	<p>Dr. Judie Heineman</p>
<p><b>Meeting times: Online</b></p>	<p><b>Phone:</b> 619-746-3570</p>
<p><b>Meeting location: PLNU Canvas</b></p>	<p><b>Email:</b> <a href="mailto:jheineman@pointloma.edu">jheineman@pointloma.edu</a></p>

### PLNU Mission

#### To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### COURSE DESCRIPTION

This course focuses on the critical elements needed for writing a research paper at the graduate level at PLNU. Students will understand the overall process of developing a research paper by: becoming familiar with resources available online and through the library, applying APA style formatting, outlining ideas and themes, practicing writing, and utilizing a revision process. Students will understand how to summarize, synthesize, and evaluate articles in order to write an academic research paper.

By the end of the course, students will be familiar with the entire process for logically completing their research papers and other projects within a graduate program.

### INSTITUTIONAL LEARNING OUTCOMES

**1. Learning, Informed by our Faith in Christ**

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

**2. Growing, In a Christ-Centered Faith Community**

Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.

**3. Serving, In a Context of Christian Faith**

Students will serve locally and/or globally in vocational and social settings.

### COURSE LEARNING OUTCOMES

The following student learning outcomes will be met in this course:

1. Identify steps in the writing process. <sup>ILO1</sup>

2. Demonstrate proficiency in grammar usage and sentence structure. ILO1
3. Recognize and write to various genre in college writing. ILO1
4. Apply APA style to college writing. ILO1
5. Evaluate and apply effective writing processes and strategies. ILO1

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. There are no required texts for this course.
2. All web sources are posted in individual modules appropriate for the content throughout the course. A complete list of references used in this course is located in *Recommended Resources and Course References* in the Syllabus.

### Recommended Resource

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law. All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

## COURSE CREDIT HOUR INFORMATION

### Distribution of Student Learning Hours

It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their course work. The time expectations for this course are shown below:

#### DISTRIBUTION OF STUDENT LEARNING HOURS

ASSIGNMENTS	HOURS
Reading/Viewing Resources	40
Discussion Reading and Responses	30
Grammar Exercises	3
Assignments	39.5
<b>Total Hours</b>	<b>112.5</b>

## STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

## ASSESSMENT AND GRADING

Student grades will be posted in the Canvas grade book no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the grade book as these comments are intended to help students improve their work. Final grades will be posted within one week of the end of the class. Grades will be based on the following:

#### Standard Grade Scale Based on Percentages

A	B	C	D	F
---	---	---	---	---

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

### Assignments Weighted by Group

Discussions	20%
Devotional Discussions	15%
Writing Assignments	35%
Final Papers	25%
Sentence Structures	5%

**Students must complete the required program hours in the major (program) from Point Loma Nazarene University with a minimum grade of “C” in each course and an overall 2.00 grade point average.**

### SPECIFICATIONS GRADING (SPECS GRADING)

In this course, a method of grading (Specs Grading) is used for specific assignments: devotionals (when used), discussion posts, and reflections. This grading very clearly outlines the specific requirements which must be met to earn all points for the assignment. If any requirement is not met, the student does not earn points for that assignment. The professor has the discretion of giving a certain amount of tokens (a chance to re-do the assignment) during the course.

### LATE ASSIGNMENTS

All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late and assignments will **not be** accepted for credit four days after the due date. If missing assignments result in the failure to meet learning outcomes, students may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. No assignments will be accepted after midnight on Sunday night, the last day of class.

Exceptions for extenuating circumstances must be pre-approved by the instructor and the program director.

### PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one’s own when in reality they are the results of another person’s creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [ADC Academic and General Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, students will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification

Statement, students will be verifying all assignments completed in this course were completed by them. Carefully review the Academic Honesty Statement below.

Statement: "In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work."

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester. PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course. Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **Class Attendance**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

#### **Synchronous Class Attendance**

For synchronous courses which have specific scheduled meeting times (including in-person, hybrid, and synchronous online courses), absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. For courses with specific attendance requirements, those requirements are outlined in the course syllabus. Students may be warned if a student demonstrates a lack of attendance. After a warning, if absences continue and reach a total of more than 20 percent of the course the student may be de-enrolled from the course without further advance notice to the student.

If the date of de-enrollment is past the last date to withdraw from a course, the student will be assigned a letter grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed after the last date to withdraw from a course.

A student who registers late must therefore be exceptionally careful about regular attendance during the remainder of the course. Registered students who neither attend the first class session nor inform the instructor of record of their desire to remain in the class may, at the request of the instructor, be removed from the class roster.

Exceptions to the foregoing attendance regulations due to extenuating circumstances beyond the student's control may be granted only by appeal to the Vice Provost for Academic Studies or designee. Students should consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

Note: For synchronous courses with an online asynchronous week, refer to the Online Asynchronous Class Attendance policy listed below.

### **PLNU Course Modality Definitions**

1. Online Courses: These are courses with class meetings where all instruction and interaction is fully online
  - o Synchronous Courses: At least one class meeting takes place at a designated time
  - o Asynchronous Courses: All class meetings are asynchronous.
2. Hybrid Courses: These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
3. In-Person Courses: These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).

### **Graduate Attendance Policy**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

### **Synchronous Class Attendance**

For synchronous courses which have specific scheduled meeting times (including in-person, hybrid, and synchronous online courses), absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. For courses with specific attendance requirements, those requirements are outlined in the course syllabus. Students may be warned if a student demonstrates a lack of attendance. After a warning, if absences continue and reach a total of more than twenty percent of the course the student may be de-enrolled from the course without further advance notice to the student.

If the date of de-enrollment is past the last date to withdraw from a course, the student will be assigned a letter grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed past the last date to withdraw.

A student who registers late must, therefore, be exceptionally careful about regular attendance during the remainder of the course. Registered students who neither attend the first class session nor inform the instructor of their desire to remain in the class may, at the request of the instructor, be removed from the class roster.

Exceptions to the foregoing attendance regulations due to extenuating circumstances beyond the student's control may be granted only by appeal to the Vice Provost for Academic Studies.

**Note:** For synchronous courses with an online asynchronous week, refer to the Online Asynchronous Class Attendance policy listed below.

### **Online Asynchronous Class Attendance**

Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes, but is not limited to:

- Engaging in an online discussion
- Submitting an assignment
- Taking an exam
- Participating in online labs
- Initiating contact with faculty member within the learning management system to discuss course content.

**Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.**

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Students may be warned if they demonstrate a lack of academic activity. After a warning, students who miss more than one week of academic activity without prior approval and arrangements with the instructor may be de-enrolled or withdrawn from a course. If the date of de-enrollment is past the last date to withdraw from a course, the student will be assigned a letter grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed after the last date to withdraw from a course.

### **PLNU SPIRITUAL CARE**

#### **Mission Valley**

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our Graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus, we have an onsite chaplain who is available during class break times across the week. If you have questions or a desire to

meet or share any prayer requests with the onsite chaplain, you may email Dr. Sylvia Cortez Masyuk at [scortezm@pointloma.edu](mailto:scortezm@pointloma.edu).

## **SEXUAL MISCONDUCT AND DISCRIMINATION**

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the [Title IX Office](#). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources on the [Bias Incident Report](#).

## **LANGUAGE AND BELONGING**

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](#).

## **PLNU USE OF TECHNOLOGY**

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#).

Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computers to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

*Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your classwork.*

## **ARTIFICIAL INTELLIGENCE (AI) SYLLABUS POLICY**

Use of Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) is not permitted, and use of these tools will be treated as plagiarism.

## **COURSE SCHEDULE AND ASSIGNMENTS**

The table below lists course assignments and their due dates. Click on any assignment to review it.