

WRT3000: Professional Writing

Schedule

Dates: May 6 - June 30, 2024

Term: Summer Quad 1 2024

Meeting Day/Time: Online

Location: Online

Credit Hours: 3



INSTRUCTOR INFORMATION

Instructor Information



Name: Karen Pascoe

Email: kpascoe@pointloma.edu

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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

This course is designed to help students improve and polish their professional writing skills within the healthcare profession. Specifically, students will learn to write and deliver various professional reports, and compose professional routine and persuasive letters.

PROGRAM GOAL

The School of Nursing at Point Loma Nazarene University exists to support the university Wesleyan mission and to provide an interdisciplinary learning program of excellence. Graduates of the SON are distinctly identified by grace, truth and holiness, serving others after the example of Christ, as they are sent to fulfill their calling as professional nurses.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

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.

PROGRAM LEARNING OUTCOMES (PLO)

The Point Loma Nazarene University BSN graduate is prepared for expanded roles within his or her organization through enhanced abilities to:

1. **Inquiring Faithfully** - Student will demonstrate knowledge, skill and behavior of the evidence-based practice of nursing which integrates growth in reasoning, analysis, decision-making and the application of theory with the goal of advocating for others

and/or self. This includes holistic nursing skills and the nursing process.

2. **Caring Faithfully** - The student will embrace a calling to the ministry of compassionate care for all people in response to God's grace, which aims to foster optimal health and bring comfort in suffering and death.
3. **Communicating Faithfully** - The student will actively engage in the dynamic interactive process that is intrapersonal and interpersonal with the goal of advocating for others and/or self. This includes effective, culturally appropriate communication conveys information, thoughts, actions and feelings through the use of verbal and nonverbal skills.
4. **Following Faithfully** - Defined as claiming the challenge from Florence Nightingale that nursing is a "divine imposed duty of ordinary work." The nursing student will integrate the ordinary work by complying with and adhering to regulatory and professional standards (e.g. ANA Code of Ethics, the California Board of Registered Nursing, Scope of Nursing Practice, SON Handbook). This includes taking responsibility, being accountable for all actions and treating others with respect and dignity.
5. **Leading Faithfully** - The student will incorporate a foundational relationship with Christ and others and embrace a willingness to serve others in the midst of life circumstances (e.g., illness, injustice, poverty). The student will role-model the need for "Sabbath Rest" as a means of personal renewal, and true care of the self, so that service to others is optimally achieved. The student will incorporate the characteristics of a servant leader including: humility, courage, forgiveness, discernment.

COURSE LEARNING OUTCOMES (CLO)

The following student learning outcomes will be achieved by this course:

1. Apply English language conventions in various types of academic and professional writing (PLO-3).
2. Apply APA documentation format for in-text citations and references (PLO-3).
3. Evaluate sources of information for authority and relevance (PLO-1).
4. Synthesize information from a variety of sources to articulate and support a claim (PLO-1, PLO-3).

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. In addition to instruction in either the face-to-face or online environment, time expectations for this course are indicated in the weekly module overviews.

Discussions	27
Assignments & Homework	51
Required Resources	22
Final Paper Poster	18
Total	118

REQUIRED TEXTS

While there is no specific textbook for this course, both the [Purdue OWL APA Guidelines](#) will be referenced throughout the course as a resource for APA.

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.

ASSESSMENT AND GRADING

Your grades will be posted in the Canvas Grades area no later than a week after each assignment is due. It is important to read the comments posted in the Grades area as these comments are intended to help you improve your work. Final grades will be posted by the deadline published in the PLNU academic calendar. Grades will be based on the following weighted components:

Graded Course Components

Discussions and Article Summaries comprise a crucial component of most weeks. Each discussion will be graded on a pass/fail basis. The instructor will use the rubric to grade each assignment, so be sure to review the rubric and complete each task before you hit submit. You will either get all of the points or no points indicating you either mastered the assignment or have not yet mastered the assignment. The Article Summaries are designed to help you gather scholarly, peer-reviewed sources that you will use in your Problem and Solution Essay **Discussions, and Article Summaries are worth 30% of your overall grade.**

Assignments & Homework are created in each week of the course as an opportunity to demonstrate your understanding of grammar, APA, and sentence structure when writing professionally. **Assignments & Homework are worth 40% of your overall grade.**

Final Project | Your final paper is a Problem and Solution Essay in which you will work on throughout the course. The project also includes a video presentation you will make that is based on your findings. **Final Project assignments are worth 30% of your overall grade.**

Grade Scale

Grade Scales

A	100%	to 93.0%
A-	< 92.0%	to 90.0%
B+	< 89.0%	to 87.0%
B	< 86.0%	to 83.0%
B-	< 82.0%	to 80.0%
C+	< 79.0%	to 77.0%
C	< 76.0%	to 73.0%
C-	< 72.0%	to 70.0%
D+	< 69.0%	to 67.0%
D	< 66.0%	to 63.0%
D-	< 62.0%	to 60.0%
F	< 59.0%	to 0.0%

***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.**

LATE ASSIGNMENTS

Assignments will be considered late if posted after the due date and time using Pacific Standard Time. There will be a 10% reduction of possible points for **each day** an assignment is late. Assignments submitted four days after the due date will not earn points. **However, students must submit all assignments to demonstrate achievement of course learning outcomes and earn a course grade.** No assignments will be accepted after midnight on Friday during the last week 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.

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

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

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.

PLNU SPIRITUAL CARE

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our Graduate and Adult Degree Completion students to encounter God and grow in their Christian faith. If you have questions or, desire to meet or share a prayer request you may email mvchaplain@pointloma.edu

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

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 at pointloma.edu/Title-IX. 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 wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

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.

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.