Course Syllabus

Jump to Today ✎ Edit

Download Syllabus

WRT3000 Professional Writing

3 Units

Fall 2026

August 31 - October 25, 2026

Online

Meeting Days: Canvas Online

Meeting Times: Fully Online

Meeting Location: Canvas Online

Final Exam: (Day/Time):

Instructor: Becky Henzel

Email: bhenzel@pointloma.edu (mailto:bhenzel@pointloma.edu)

Phone:

Office Location and Hours: *By appointment*

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 g 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.

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.

Program Learning Outcomes

Upon completion of the program, you will be able to achieve the following outcomes:

1. **PLO 1: Inquiring Faithfully**
   The 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.
   PLO 1.3. Advance nursing practice by integrating scientific findings to promote patient outcomes and wellness (Essentials Domain 1,4)
   PLO 1.4. Apply advanced specialty knowledge to evidence and clinical judgment in the delivery of care (Essentials Domain 1, 5, 8)
2. **PLO 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.
   PLO 2.1. Role model Christian servant leadership through holistic compassionate care (Essentials Domain 2, 6)
   PLO 2.2. Advocate for ethical principles in promoting health of diverse individuals and pop[illegible]s

(Essentials Domain 3, 9)

3. **PLO 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
   PLO 3.1. Analyze information and communication technologies to facilitate optimal care of patients, nurses, and organizations (Essentials Domain 8)
   PLO 3.2. Lead interprofessional healthcare teams to influence positive patient
   outcomes across the lifespan (Essentials Domain 6)
4. **PLO 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.
   PLO 4.1. Design and implement health policies to improve care of diverse patients, communities, and populations (Essentials Domain 3, 5)
   PLO 4.2. Expand professional nursing expertise through self-reflection,
   accountability, and life-long learning processes (Essentials Domain 9, 10)
5. **PLO 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.
   PLO 5.1. Champion systems leadership to enhance access, quality, and cost effectiveness across the healthcare delivery continuum (Essentials Domain 5, 7)
   PLO 5.2. Lead evidence-based, quality improvement initiatives to advance nursing
   practice and optimize patient safety (Essentials Domain 4, 5)

Course Learning Outcomes

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).

Required Texts and Recommended Study Resources

While there is no specific textbook for this course, both the **Purdue OWL APA Guidelines (https://owl.english.purdue.edu/owl/resource/560/01)** will be referenced throughout the course as a resource for APA.

Note: Students are responsible for having the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

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. 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.

Assignments

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

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 Spiritual Care

Bakersfield Campus

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 Bakersfield campus we have an onsite chaplain, Rev. Brent Kall, 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 Rev. Brent Kall, you may contact him directly at bkall@pointloma.edu. Also, there is a weekly Email Newsletter called "The Encourager" that provides a brief devotional and all his contact information.

Balboa Campus

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 Balboa campus, we have an onsite chaplain, Rev. Kevin Portillo, 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 Rev. Portillo, you may contact him directly at KevinPortillo@pointloma.edu.

Liberty Station Campus

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 Liberty Station 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 Dr. Sylvia Cortez Masyuk, you may contact her directly at **scortezm@pointloma.edu (mailto:scortezm@pointloma.edu)** .

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)** .

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

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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

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 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.

For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See **Graduate Academic and General Policies (https://pointloma-public.courseleaf.com/grad-catalog/academic-general-policies/#text)** for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you 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, you will be verifying all assignments completed in this course were completed by you. 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.”

Artificial Intelligence (AI) Policy

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, iA Writer, Marmot, Botowski, GrammarlyGo, Perplexity, etc.) is prohibited in this course for any aspect of your work, including idea generation, drafting, editing, or final submissions. This course is designed to assess your independent critical thinking, writing, and research skills without the assistance of AI technologies. Violations of this policy will be treated as breaches of academic integrity.

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). 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 619-849-2533). Once a student’s eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student’s approved accommodations through Accommodate.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

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.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at **PLNU's Nondiscrimination webpage (http://www.pointloma.edu/nondiscrimination)** .

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 (https://www.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 via our **Sexual Harassment and Discrimination Policy. (https://www.pointloma.edu/title-ix)**

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources via our **Nondiscrimination and Anti-harassment Policy (https://www.pointloma.edu/bias)** .

PLNU Attendance and Participation 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.

If the student is absent for more than 10 percent of class sessions, 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 withdrawal date or, after that date, receive an “F” grade.

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.

Refer to **Academic Policies (https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/)** for additional details.

Synchronous Attendance/Participation Definition

For synchronous courses that 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.

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

Online Asynchronous Attendance/Participation Definition

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.

Course Modality Definitions

1. Online Courses: These are courses with class meetings where all instruction and interaction are fully online.
    1. Synchronous Courses: At least one class meeting takes place at a designated time.
    2. 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).

Use of Technology

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the ***Technology and System Requirements*** **(https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349)** information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

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

GPS Academic Resources

PLNU offers the following free academic resources virtually for Graduate Professional Studies (GPS) Students. Visit myPLNU through the links below for more information.

- **The GPS Writing Center (https://my.pointloma.edu/pages/writing-center-gps) offers:**
  - **Zoom Writers Workshops** offered each quad on a variety of helpful topics
  - **One-to-one appointments** with the Writing Coach
  - **Microlearning YouTube Video Library** for helpful tips anytime
- **Research Help Guide (https://my.pointloma.edu/pages/research-help)** to help you start your research
  - The physical office is located on the third floor of the **Mission Valley Regional Center (https://maps.app.goo.gl/CRXui8PJUnSkvokC9)** off the student lounge
- **Academic Writing Resources Course (https://canvas.pointloma.edu/courses/64301) :** Found on your Canvas Dashboard, this course is non-credit with 24/7 access, no time limits, and self-paced content. **Watch a quick video run-through (https://youtu.be/4H8KTZ4BOaY)** and take time now to explore!
- **Grammarly (https://my.pointloma.edu/pages/writing-center-gps)** : Students have unlimited FREE access to Grammarly for Education, a trusted tool designed to help enhance writing skills by providing real-time feedback, identifying areas for improvement, and providing suggestions. Grammarly's Generative AI is NOT available with our student accounts.
- **Tutoring (https://my.pointloma.edu/pages/tutoring-gps)** : Students have access to 24/7 live or scheduled subject tutoring through Tutor.com, including a Paper Drop-Off Service with feedback within 12 hours.

Assignments-at-a-Glance

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

Course Summary:

Date	Details	Due
Mon Aug 31, 2026	**Academic Honesty Verification Statement (https://canvas.pointloma.edu/courses/89584/assignments/1357673)**	due by 11:59pm
	Week 1 Overview	to do: 11:59pm
Wed Sep 2, 2026	**WK1 Introduction Discussion (https://canvas.pointloma.edu/**	due by [illegible]m

Date	Details	Due
	courses/89584/assignments/1357676)	
Thu Sep 3, 2026	WK1 Problem and Solution Topic Ideas (https://canvas.pointloma.edu/courses/89584/assignments/1357675)	due by 11:59pm
Mon Sep 7, 2026	Week 2 Overview	to do: 11:59pm
Fri Sep 11, 2026	WK2 Problem Statement & Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357680)	due by 11:59pm
Sun Sep 13, 2026	WK2 Common Errors (https://canvas.pointloma.edu/courses/89584/assignments/1357678)	due by 11:59pm
	WK2 Example Problem Statement Activity (https://canvas.pointloma.edu/courses/89584/assignments/1357679)	due by 11:59pm
Mon Sep 14, 2026	Week 3 Overview	to do: 11:59pm
Wed Sep 16, 2026	WK 3 Avoiding Plagiarism (https://canvas.pointloma.edu/courses/89584/assignments/1357677)	due by 11:59pm
	WK3 APA Sample (https://canvas.pointloma.edu/courses/89584/assignments/1357681)	due by 11:59pm
Fri Sep 18, 2026	WK3 Revised Problem Statement (https://	due by

Date	Details	Due
	canvas.pointloma.edu/courses/89584/assignments/1357683)	
Sun Sep 20, 2026	WK3 Article #1 Summary (https://canvas.pointloma.edu/courses/89584/assignments/1357682)	due by 11:59pm
Mon Sep 21, 2026	Week 4 Overview	to do: 11:59pm
Wed Sep 23, 2026	WK4 APA Sample (https://canvas.pointloma.edu/courses/89584/assignments/1357684)	due by 11:59pm
Fri Sep 25, 2026	WK4 Activity | Research Outline Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357685)	due by 11:59pm
Sun Sep 27, 2026	WK4 Article #2 Summary (https://canvas.pointloma.edu/courses/89584/assignments/1357686)	due by 11:59pm
	WK4 Article #3 Summary (https://canvas.pointloma.edu/courses/89584/assignments/1357687)	due by 11:59pm
Mon Sep 28, 2026	Week 5 Overview	to do: 11:59pm
Wed Sep 30, 2026	WK5 APA Practicing Citations (https://canvas.pointloma.edu/courses/89584/assignments/1357688)	due by 11:59pm
	WK5 Article #4 Summary (https://canvas.pointloma.edu/courses/89584/assignments/1357689)	due by 11:59pm

Date	Details	Due
Fri Oct 2, 2026	WK5 Research Section Draft & Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357690)	due by 11:59pm
Mon Oct 5, 2026	Week 6 Overview	to do: 11:59pm
Fri Oct 9, 2026	WK6 Solution & Conclusion Sections; Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357692)	due by 11:59pm
Sun Oct 11, 2026	WK6 Activity: Top Takeaways (https://canvas.pointloma.edu/courses/89584/assignments/1357691)	due by 11:59pm
Mon Oct 12, 2026	Week 7 Overview	to do: 11:59pm
Wed Oct 14, 2026	WK7 Full Draft of Research Paper & Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357693)	due by 11:59pm
Sun Oct 18, 2026	WK7 Peer Review Reflection (https://canvas.pointloma.edu/courses/89584/assignments/1357695)	due by 11:59pm
Mon Oct 19, 2026	Week 8 Overview	to do: 11:59pm
Tue Oct 20, 2026	WK8 Problem and Solution Presentation & Peer Review (https://canvas.pointloma.edu/courses/89584/assignments/1357674)	due by 11:59pm

Date	Details	Due
Fri Oct 23, 2026	EXTRA CREDIT: Attend a Writer's Workshop (https://canvas.pointloma.edu/courses/89584/assignments/1359921)	due by 11:59pm
Sun Oct 25, 2026	WK7 Official Course Evaluation (https://canvas.pointloma.edu/courses/89584/assignments/1357694)	due by 11:59pm
	WK8 Problem and Solution Essay Final Draft (https://canvas.pointloma.edu/courses/89584/assignments/1357696)	due by 11:59pm