

Doane University
BUS 613—Becoming a Masterful Writer
Syllabus
As of: 1/27/18

Table of Contents

Instructor Information	2
Contact Information	2
Communicating With the Instructor.....	2
How to Succeed in this Course.....	3
Course Information.....	3
Course Catalog Description.....	3
Course Overview.....	4
Course Prerequisites.....	4
Course Textbook and Materials.....	4
Learning Objectives.....	4
Course Plan.....	5
Course Grading.....	5
Course Policies.....	7
Doane University Policies.....	7
Accessibility Statement.....	8
Student Conduct Statement.....	8
Academic Support Center.....	9
Technical Support Contact Information.....	9
Syllabus Disclaimer.....	9

Instructor Information

Katherine Najjar, PhD
Doane University

Contact Information

Office Hours: By appointment.

Email Address: katherine.najjar@doane.edu (this email is the best way to contact me at any time)

Phone: 402-719-6471 – you may also text me at this number, but identify yourself as a student in the first line! Please do not **call** me on Fridays, but you may text at any time.

Communicating with the Instructor

This course uses a “three before me” policy in student to faculty communications. When questions arise in this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Student Questions” discussion board

This process will help you find answers to your questions before I can get back to you and prevents duplication of questions, which is a time saver for all of us.

If you cannot find an answer to your question, please first post your question to the “Student Questions” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or by me. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email. I will usually respond to email between the hours of 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

How to Succeed in this Course

- Complete class assignments on time.
- Communicate with your instructor.

You should plan to work on this course every day. This means that you absolutely must have a reliable and consistent internet connection throughout the duration of the course. This also

strongly suggests that you should not plan to take any vacations during this course. This is a condensed, fast-paced, course and it would be extremely difficult to catch up after a prolonged absence.

You are responsible for having a reliable computer throughout the course. Always bring a laptop with you to class. Complete class assignments on time and be prepared to engage in the class activities. This course requires you to be present, both physically and mentally, in every class.

Doane expects masters' level students to spend between 15 and 20 hours per week on a course. Final written assignments will generally be due by 11:59 p.m. on Sundays; editing assignments will be coordinated by student groups. Editing assignments are based on the written assignments, and will be due on the following Saturday.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. All instructor correspondence will be sent to your Doane University e-mail account. Please plan on checking your Doane Gmail account daily for course related messages.

We will use the "Send Email" tool in Blackboard. This tool uses the Doane Gmail client.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Course Information

BUS 613 – Becoming a Masterful Writer
SPR 2018 (3/12/18 – 5/12/18)
ONLINE
3 Credit Hours

Course Catalog Description

This course is the gateway course into the Master of Arts in Management (MAM) program. All incoming degree candidates will complete this course before pursuing their other coursework. This course provides students with a basic foundation in and an opportunity to practice different types of writing, including but not limited to: reflective essays, annotated bibliographies, analytical essays, and literature reviews. Students will learn how to write efficiently and effectively, to express their own ideas and summarize the ideas of others. In addition, students will learn to analyze a diversity of perspectives to develop a conclusion. They will apply principles of grammar and APA style to their writing. Students will utilize tools and techniques, including online databases, to identify, review, and summarize peer-reviewed journal articles.

Course Overview

Students will develop their research questions, and use research and writing skills to develop a literature review.

Course Prerequisites

None

Course Textbook and Materials

Required

Graff, G. & Birkenstein, C. (2014). *They say I say*. (3rd ed.) New York: W.W. Norton. ISBN: 978-0-393-93584-4

Hacker, D. & Sommers, N. (2016). *A pocket style manual: APA version* (7th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978-1-319-01113-0

Doyle, B. (2004). *The Little Red Writing Book*. Cincinnati, OH: Writers Digest Books. ISBN: 978-1-58297-521-4.

Other

Other course material may include articles, documentaries, movies, audio clips, etc., which will be available on Blackboard.

Learning Objectives

Course Objectives

By the end of the course, students will:

Apply principles of grammar and APA style to the following approaches to writing:

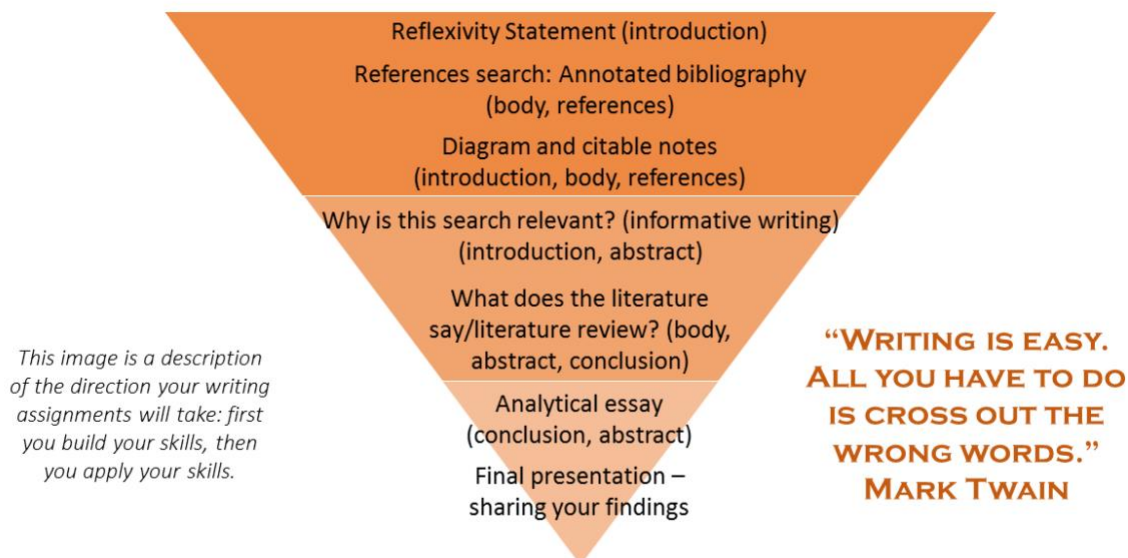
- Reflective Essay
- Informational Writing
- Annotated Bibliography
- Venn Diagram and Citeable Notes
- Analytical Essay
- Literature Review

Apply tools and techniques to improve their academic writing skills.

Write a Literature Review using the following:

- Apply online database searches effectively and efficiently.
- Analyze scholarly references to support a scholarly argument.
- Apply the research process to address a specific question.
- Create a scholarly argument.
- Differentiate among a diversity of perspectives in order to develop a conclusion.
- Summarize and verbally describe research that addresses a specific question

Course plan:



Course Grading

Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

Check your grades after each assignment is returned to make sure your score is entered correctly. Contact me immediately if you suspect an error or if you would like to discuss assignments and their scoring.

613 Grading scheme

Assignment contribution towards grade

Assignment category	Percentage of Grade
Discussion/Discussion Board	20
Pre-class assignments	5
Written assignments	40
Other assignments	15
Student editing and feedback	10
Final poster and presentation	10
Total	100

Discussion/Discussion Board: (Due Wednesday by midnight, Responses due Friday by midnight, 20 % of total grade)

- Groups will coordinate research questions, and explore diagramming, question development, and other skills.
- Students will complete written assignments and discussions on Blackboard.

Pre-class Assignments – Due Wednesday by midnight, 5% of total grade

- self-introduction discussion and writing exercise (30min timed) as warm-ups for the class

Written Assignments: Due Sunday by midnight, 40% of total grade. This is a writing class. Each writing assignment is worth 5% of your total grade, or 50 points. Writing is a learned skill; the final written paper will be a cumulative, edited, proofread effort. Each student has many opportunities to practice good writing skills and habits. Your work on this paper will mark the beginning of your program here at Doane. These assignments include:

- Reflexivity - Wk 1
- Informational essay - Wk 2
- Abstract & diagram -Wk 3
- Annotated Bibliography - Wk 4
- Analytical Essay - Wk 5
- Literature Review Body - Wk 6
- Rough Draft - Wk 7
- Final Draft - Wk 8

Other assignments: Due Saturday at midnight, worth 15% of total grade. These assignments include:

- Developing your research topic through the Brain Drizzle exercises -Wk 1
- Article analysis - Wk 2
- Compiling research resources (Searching for articles Wk 2, 3, 4)
- Final Reflection - Wk 8

Editing and feedback: Papers must be submitted by Thursday at midnight and Peer Responses due Saturday by midnight, worth 10% of total grade. Students will edit one practice assignment and three written assignments of other students. They will offer feedback on flow, structure, and organization. NOTE: editing ≠ proofreading. All students are responsible for proofreading their own work. This activity is intended to develop critical thinking and reflection skills.

- Peer Review - Wk 1, 2, 5, 6

Poster and presentation: (Due Thursday & Sunday at midnight, 10% of total grade.) In Week 8, students will develop a poster based on their paper, and present this poster. You must upload your presentation by Thursday at midnight. You must respond to 3 classmates by Sunday at midnight.

Course Policies

Submitting Assignments

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment. You can expect feedback on your assignments within 3-5 days of the deadline.

Late or Missed Assignments

ALL assignments must be finished and posted in Blackboard to complete the course. I encourage you to complete your work ahead of time to prevent possible stress due to computer problems, work schedules, family demands, travel delays, illness and so on. At my discretion and only in extreme circumstances will I allow a student to make up missed or late assignments. Unless I have been notified **BEFORE** the assignment is due and have provided you the opportunity to submit your assignment late, I may deduct points for a late assignment. Any assignment submitted more than 48 hours past the due date, will receive a 0.

Doane University Policies

Drop and Add dates

If you feel it is necessary to withdraw from the course, please contact your MAM Academic Advisor for full details on the types of withdrawals that are available and their procedures.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the

act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means is not acceptable.

If you are found guilty of academic dishonesty, your academic career could be finished. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat. Remember the following when writing a paper:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

Anyone found cheating in any form will receive a grade of F in the course and the case will be referred to the Academic Integrity Committee for whatever action it deems advisable. Also, if you cheat in my course, you are not welcome to enroll in this or any other course I may teach in the future. For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request. Students can access services at any time by initiating the process described above.

Please contact Doane prior to beginning classes so your needs can be anticipated, reviewed and accommodated.

Instructional Technology Accessibility and Privacy Policies

<http://www.doane.edu/instructional-design-services/policies>

College of Professional Studies

Angie Klasek

Lincoln Undergraduate Program Services Coordinator

402.466.4774

angie.klasek@doane.edu

Student Conduct Statement

Students are required to adhere to the behavior standards listed in Doane University Policy Manual.

Appropriate classroom behavior is defined by the instructor. This includes the number and length of the individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Academic Support Center

The Academic Support Center (ASC) located in room 204 of the Fred Brown Building offers academic support in the areas of time management, study strategies, note taking, test taking, math, reading, and writing. Free tutoring and free one-on-one meetings are available to provide assistance in these areas. Additionally, free proofreading of final drafts of papers is available 24/7. To sign up for the proofreading service or to make a tutor or one-on-one appointment, email the director at: terese.francis@doane.edu. Students are encouraged to seek support from the ASC sooner rather than later.

Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: <http://www.doane.edu>

Syllabus Disclaimer

I view the course syllabus as an educational contract between an instructor and students and will make every effort to avoid changes to the course syllabus or to the schedule. However, unforeseen events may make changes necessary and I reserve the right to make those changes. I will notify students as soon as possible about any changes using Blackboard Announcements, which will generate an email to students' Doane email accounts. Please remember to check your Doane University email and the course Blackboard Announcements daily. It is your responsibility to stay informed concerning this course and to adjust as needed if assignments or due dates change.