Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should **not** be used to purchase course materials.
EDUC 306
SCHOLARLY WRITING AND APA FOR TEACHERS

COURSE DESCRIPTION
This course provides professional development for preservice and inservice teachers in professional writing skills. Students will examine the principles of form, structure, grammars, and format.

RATIONALE
Mastery of written communication skills is imperative for a teacher to obtain. Being able to communicate clearly and concisely to a specific audience for a specific purpose through the written word is an everyday task for a teacher. This course will familiarize students with APA, a style of writing that is commonly used in the field of education for coursework and professional development, and various other forms of professional writing.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Identify rules of mechanics and grammar in professional writing.
B. Apply elements of APA Style in professional writing.
C. Use correct formatting for term papers.
D. Practice correct formatting for research projects.
E. Explain how biblical principles influence professional writing.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings, presentations, and journal articles

B. Course Requirements Checklist

After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board forums (4)

The student will complete four Discussion Board forums in this course. Each initial thread will require a minimum of 250 words. Replies to at least two other students’ threads are required with a minimum of 100 words each. Each initial thread is due by 11:59 p.m. (ET) on Thursday of the module/week assigned. A minimum of two replies in each forum will be due by 11:59 p.m. (ET) on Monday of the same module/week.

D. Group Annotated Bibliography

This is a group project in which members of the group will research scholarly articles in the field of education, summarize findings, and correctly format an annotated bibliography. Begin the assignment by completing the Group Worksheet by 11:59 p.m. (ET) on Monday of Module/Week 2. Collaborate with your group to create a finished product, which will be submitted by the group leader by 11:59 p.m. (ET) on Monday of Module/Week 5.

E. Article Response

The student will read three articles and choose one to respond to in a 350-word reflection. Proper APA formatting for citations and a reference page are required. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 4.

F. Written Communication Evaluation

The student will research and evaluate a form of written communication by examining its effectiveness, strengths, and weaknesses and assess how it might be used in a classroom. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 6.

G. Reaction Paper

The student will write a personal reaction paper based on an aspect of the material researched for the annotated bibliography. The paper should include a summary, critique, reaction, and application and be a minimum of 500 words. This assignment is due by 11:59 p.m. (ET) on Monday of Module/Week 7.

H. Letter of Reflection

The student will write a formal letter to the professor critically reflecting on individual growth in the areas of scholarly and professional writing. The letter must be at least four paragraphs in length and follow APA formatting. This assignment is due by 11:59 p.m. (ET) on Friday of Module/Week 8.

I. Quizzes (3)

The student will complete three quizzes, each is open-book/notes and consists of 20 questions covering material from the readings and presentations. The student
will have 60 minutes to complete each quiz by 11:59 p.m. (ET) on Monday of the assigned module/week.

VI. **COURSE GRADING AND POLICIES**

A. **Points**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board forums (4 at 70 pts ea)</td>
<td>280</td>
</tr>
<tr>
<td>Group Project</td>
<td></td>
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<tr>
<td>Group Worksheet</td>
<td>10</td>
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<tr>
<td>Group Annotated Bibliography</td>
<td>150</td>
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<tr>
<td>Article Response</td>
<td>65</td>
</tr>
<tr>
<td>Written Communication Evaluation</td>
<td>75</td>
</tr>
<tr>
<td>Reaction Paper</td>
<td>150</td>
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<tr>
<td>Letter of Reflection</td>
<td>90</td>
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<tr>
<td>Quiz 1 (Module 2)</td>
<td>60</td>
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<tr>
<td>Quiz 2 (Module 3)</td>
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<tr>
<td>Quiz 3 (Module 4)</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

B. **Scale**

- A = 900–1010
- B = 800–899
- C = 700–799
- D = 600–699
- F = 0–599

C. **LiveText Submission Policy**

Assignments that are to be submitted to LiveText must be submitted there in order to receive credit for them. This includes assignments that are also submitted in Blackboard, including those submitted to SafeAssign.

D. **Late Assignment Policy**

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

E. **Disability Assistance**

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUODAS@liberty.edu to
make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport
# Course Schedule

**EDUC 306**


<table>
<thead>
<tr>
<th>WEEK/MODULE</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>APA: chs. 1 &amp; 2 L &amp; L: ch. 15 3 presentations 2 articles</td>
<td>Course Requirements Checklist Class Introductions DB Forum 1</td>
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<tr>
<td>2</td>
<td>APA: ch. 3 L &amp; L: ch. 10 Ballenger: ch. 5 8 presentations 1 article</td>
<td>DB Forum 2 Group Worksheet Quiz 1</td>
<td>70 10 60</td>
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<tr>
<td>3</td>
<td>APA: ch. 4 Ballenger: ch. 5 4 presentations 2 articles</td>
<td>Quiz 2 Submit Individual Citations in Group DB</td>
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<td>4</td>
<td>APA: chs. 6–7 L &amp; L: ch. 7 Ballenger: ch. 1 5 presentations 3 articles</td>
<td>Article Response Quiz 3 Submit Individual Annotations in Group Wiki</td>
<td>65 60 0</td>
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<tr>
<td>5</td>
<td>5 presentations 3 articles</td>
<td>DB Forum 3 Group Annotated Bibliography Peer Evaluation Group Annotated Bibliography</td>
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<td>6</td>
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<td>Written Communication Evaluation</td>
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<td>7</td>
<td>APA: ch. 8 L &amp; L: ch. 10 &amp; 15 3 presentations 1 article</td>
<td>DB Forum 4 Reaction Paper</td>
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<tr>
<td></td>
<td>4 presentations 1 article</td>
<td>Letter of Reflection</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>1000</strong></td>
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DB = Discussion Board     APA=American Psychological Association     L & L = Lester & Lester

**NOTE:** Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.