Instructor Information

Information about the instructor can be found in the Syllabus section of the classroom.

Course Description (Catalog)

This course is a survey of the best methods for pursuing academic research. This course outlines basic study and research techniques, the use of libraries, and the importance of research methodology and analysis. If at all possible, this should be the first course taken in the upper level (after general education requirements and general electives have been completed). This is a writing intensive course that requires a sound understanding of written communication. Students enrolling in this course should be familiar with proper citations and documentation, grammar and syntax, organizing their writing, and the parts of a paper.
Course Scope

This course is organized to introduce students to the types of writing commonly assigned in various academic divisions and will enable students to determine the different purpose or focus required for writing in various disciplines.

Students will analyze the writing strategies used in various reading assignments that are relevant to their particular field of interest, that is, their academic major. They will examine the topics addressed, the organization, the writer’s voice, word choice and sentence fluency, and the format and documentation used by the writer. Such analysis will help students develop a professional vocabulary in their field of study and provide models of academic writing.

The course will culminate in a formal research project in their field of study in which they will be expected to produce an effective, well-researched and correctly documented paper.

Course Objectives

After successfully completing this course, you will be able to:

- Differentiate the types of writing commonly assigned in the three academic divisions covered in the course (humanities, social sciences, and natural and applied sciences).

- Review and analyze the writing process.

- Develop critical thinking and writing skills.

- Correlate the kind of essay assigned to the different purpose or focus required for a particular discipline.

- Evaluate the validity and reliability of research sources.
Differentiate among the various documentation formats (APA, MLA, Chicago Manual Style).

Develop a research proposal to include a research subject, a focused topic for the subject, a research question, sources to consult, hypothetical audience, and working thesis.

Demonstrate the ability to research and analyze subject matter in the three academic divisions covered in the course in order to reach logical and supported conclusions.

Produce a formal research paper using acceptable organization structural, and documentation formats, according to the discipline of choice.

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include forum questions (accomplished in groups through a threaded forum) and individual assignments submitted for review by the instructor. Assigned faculty will support the students throughout this eight-week course.

Course Resources

Required Course Textbooks:

The COLL300 text is located in lesson packets in the course. Click on “Lessons” from the menu and then click on the “Required Readings” Tab.
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For all citations please use: Citation Guide.

**Required Readings:** These readings are necessary to complete assignments correctly.

**Supplemental Reading:** Supplemental readings are linked to provide students with additional information and help them complete the assigned activities.

**Forum Assignments:** For each forum assignment, students are required to complete one original response and 2 peer responses following the forum rubric.

**Homework Assignments:** Weekly assignments will aid students in completing their final paper; each assignment will be graded according to a unique rubric.

**Final Project:** Students are required to complete a 10-page paper, which will be graded according to a specific rubric.

**Web Sites**

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university’s academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Web Site URL/Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paradigm Online Writing Assistant</td>
<td><a href="http://www.powa.org">http://www.powa.org</a></td>
</tr>
<tr>
<td>Purdue University Online Writing Lab</td>
<td><a href="http://owl.english.purdue.edu/">http://owl.english.purdue.edu/</a></td>
</tr>
<tr>
<td>Elements of Style</td>
<td><a href="http://www.bartleby.com/141/">http://www.bartleby.com/141/</a></td>
</tr>
<tr>
<td>Research Primer</td>
<td><a href="http://www.apus.edu/Online-Library/tutorials/research">http://www.apus.edu/Online-Library/tutorials/research</a> primer.htm</td>
</tr>
</tbody>
</table>

**Evaluation Procedures**

Each assignment will require the student to work through a designated process of planning, analysis, composing, revising, editing, and polishing. This means that spelling, punctuation, and grammar “count.” **Note:** Research papers completed for COLL300 are to be original work written for this class; “recycling” of papers written for other classes is not acceptable.
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Format for All Writing Assignments:

Your assignment submissions should always be in the following format. In the upper left corner of your paper, please include your name, the course number, and the assignment (i.e. Introduction letter, Annotated Bibliography, etc.). All papers should be in size 12 Times New Roman font, with 1-inch margins all the way around your paper. All paragraph indentations should be "tabbed" in from the left margin; the assignment should be double spaced. All work is to be left justified only. No separate cover sheet or title page is necessary for weekly assignments. (Your final research paper might require a title page, depending on the style you choose to use.)

Weekly Assignments:

Detailed directions for each assignment and discussion forum posting are found in Assignments and in Lessons sections of the classroom. To submit an assignment for grading, access the assignment in Assignments and submit as a file attachment. Weekly assignments are due by midnight Sunday.

Forums: Post Only--Do Not Upload through Assignments!

Students will be asked to respond to eight forum questions or topics. Each student will also respond to at least 2 other students responses to the original forum question or topic. Be sure to start a new thread for your original forum posting. The original response must 250-300 words; peer responses should be at least 100 words each and add to the discussion. Your responses should offer specific comments and suggestions. Discussion Forums cannot be made up, so make sure you post your responses when due. Original forum postings are due by midnight Thursday and peer responses are due by midnight Sunday. In Week 1, you have until Sunday to post both your original and peer responses. If you are away from the course for any reason, when you return, you may post your own response to the writing prompt, and receive half credit; however, you will receive no credit for responding to another student’s initial response because it is after the fact and will be of little value to your classmate.

Research Paper:

Write a 9 to 10 page research paper about a topic related to your major or intended career. The thesis of your paper should propose a solution to solve a specific problem. Use at least seven credible sources [four peer reviewed journals from the APUS library] to support your thesis. The paper must be original to this course--no recycling, please! Follow the guidelines provided for your particular curricular division, that is, the field of study of your paper’s subject. You must choose one of the following documentation styles: APA, MLA, or Chicago.

Length: The research paper should be 10 pages in length. The page count does not include the Works Cited, Reference, or Bibliography page, or Abstract (if your documentation style requires one). The page count refers only to the text of the paper.
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Itself. You will lose points on your final research project if you go over the 10-page word limit by more than 250 words. Part of effective writing is being able to complete the assignment within the designated limits set. Your final source page should contain at least 7 sources. You will lose points if you have fewer.

Points will be deducted if you do not consistently follow the format rules for the style you are using in your paper.

*Make sure you give your paper an appropriate title and use some creativity to stimulate reader interest.

Based on a point system, your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Evaluation of Sources</td>
<td>7%</td>
</tr>
<tr>
<td>Analysis of Rhetorical Situation</td>
<td>7%</td>
</tr>
<tr>
<td>Discussion Board Postings (8 @ 2% each)</td>
<td>16%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>6%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>7%</td>
</tr>
<tr>
<td>Outline</td>
<td>7%</td>
</tr>
<tr>
<td>Abstract of Research Paper</td>
<td>5%</td>
</tr>
</tbody>
</table>

100%

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8 – Week Course Outline

Please see the Student Handook to reference the University's grading scale.
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<table>
<thead>
<tr>
<th>Week/Topic</th>
<th>Learning Objective</th>
<th>Reading</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Course Introduction Writing Strategies</td>
<td>Review and analyze the writing process. Develop critical thinking and writing skills.</td>
<td>COLL300 Text: Chapter 1 Lesson 1</td>
<td>Submit: Post: Forum 1 post and 2 peer responses by Sunday. NOTE: Initial responses are due on Thursday in weeks 2-7</td>
</tr>
<tr>
<td>3 Essay Plan Curricular Divisions and Writing Strategies Plagiarism Surveys</td>
<td>Differentiate types of academic writing. Correlate the kind of essay assigned to the different purpose or focus required for a particular discipline. Develop critical thinking and writing skills.</td>
<td>COLL300 Text: Chapter 3 Lesson 3</td>
<td>Submit: Analysis of Rhetorical Situation Post: Forum 3 and 3A posts and 2 peer responses each. Initial response by Thursday; peer responses by Sunday. Note: Two separate discussion postings are due this week.</td>
</tr>
</tbody>
</table>
| 4 | Critical Thinking, Source Evaluations, and Analyzing Academic Writing | Evaluate validity and reliability of research sources. Differentiate the types of writing commonly assigned in the three academic divisions covered in the course (humanities, social sciences, and natural and applied sciences). Correlate the kind of essay assigned to the different purpose or focus required for a particular discipline. | COLL300 Text: Chapter 4 Lesson 4 The Michigan Corpus of Upper-Level Student Papers | Submit: Source Evaluation  
Post: Forum 4 post and 2 peer responses. Initial post by Thursday; peer responses by Sunday. |
|---|---|---|---|---|
| 5 | Creating Annotated Bibliographies and Working with Sources Effectively | Develop critical thinking and writing skills. Differentiate among the various documentation formats (APA, MLA, and Chicago Manual of Style). | COLL300 Text: Chapter 5 Lesson 5 | Submit: Annotated Bibliography  
Post: Forum 5 post and 2 peer responses. Initial post by Thursday; peer response by Sunday. |
| 6 | Outlining and Introductions | Develop critical thinking and writing skills. | COLL300 Text: Chapter 6 Lesson 6 | Submit: Outline  
| 7 | Drafting, Conclusions, and Abstracts | Review and analyze the writing process. Develop critical thinking and writing skills. | COLL300 Text: Chapter 7 Lesson 7 | Submit: Abstract  
Post: Discussion Board 7 and two peer responses. Initial post by Thursday; peer response by Sunday. |
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8 Research Paper

| Produce and format a research paper according to documentation style of the discipline of choice. |
| COLL300 Text: Chapter 8 Lesson 8 |
| POWA Website Elements of Style |

Submit: Research Paper

Post: (optional) There is no formal forum posting due this week, but you are invited to post your papers in the Week 8 Forum. Post early and let your classmates know if you would like to receive peer feedback on your paper.

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Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

- Drop/Withdrawal Policy
- Plagiarism Policy
- Extension Process and Policy
- Disability Accommodations

Writing Expectations

All written submissions should be submitted in 12 pt Times New Roman font and the specific formatting directions for the assignment. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- 12-point font in Times New Roman style.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being made for special situations and online submission variances.
Citation and Reference Style
Attention Please: Students will follow the Hacker website as the sole citation and reference style used in written work submitted as part of coursework for COLL300. This course will require students to use the citation and reference style established by the discipline of their major field of study. The COLL300 Text helps students to determine what academic division their particular field of study is located, and the style preferred by that discipline (APA, MLA, or Chicago).

Late Assignments
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette
Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

Technology Limitations: While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

Humor Note: Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.
Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.


The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.
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Turnitin.com

Your final paper must be submitted to Turnitin.com; the site will analyze your paper and report instances of potential plagiarism for you to edit before submitting it for a grade. Information for logging on to the site will be provided.

Selected Bibliography

See weekly lessons for additional materials.