Course:	ED610 N Introduction to Graduate Studies
Credit:	3 credit hours
Semester:	FALL 2020 (Cycle 1)
Days:	July 6th – August 14th
Instructor:	Dr. Mary F. Briggs
Contact Info:	Office phone: 816-425-6181
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I. DESCRIPTION:

This course introduces beginning graduate students to the skills necessary to complete graduate level academic research, writing, and presentation assignments. The course covers search strategies, resource evaluation, note taking, scholarly writing, mechanics of style, APA guidelines, presentation options, and associated technological skills.

This is a blended class, meaning that both campus and online students take this class together. Campus students attend the classes in person, online students attend the classes via the online classroom. All interaction and assignments for campus and online students are done in the online classroom.

II. OBJECTIVES:
A. General competencies to be achieved. The student will:

1. Demonstrate the ability to use search engines to locate relevant scholarly journal articles and books.
   a. PLO-1, 2, 4
   b. Assignments: A, B.1

2. Apply APA (7th edition) guidelines when completing assignments.
   a. PLO-1, 2, 4
   b. Assignments: A, C.1 – C.10

3. Develop graduate level reading and writing skills.
   a. PLO-1, 2, 4
   b. Assignments: A, C.2 – C.10

4. Develop a variety of methods for presenting information.
   a. PLO-1, 2, 4
   b. Assignments: A, B.2

Our Mission: "…to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

III.   MATERIALS:

1. The Bible (Please refer to Course Policies.)

2. American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th edition)
    Hardcover: ISBN-13: 978-1433832154   ISBN-10: 1433832151 $36.00
    Paperback: ISBN-13: 978-1433832161   ISBN-10: 143383216X $27.00

3. Williams, V.K. (2016). *I am not a writer. . .I am just in graduate school: A guide to writing critically, clearly and coherently.* CreateSpace Independent Publishing Platform.   ISBN-10: 1533392919 $24.00

4. Additional Reading: You will read additional materials (handouts, journal articles, websites, etc.) that may be assigned by the instructor.

Required reading for international students*:*

5. Kim, R., Albert. L., & Sihn, H. G. (2014). *Reading, writing, and discussing at the graduate level: A guide for international students.* University Press of America, Inc.
    Paperback: ISBN-13: 978-0761864127   ISBN-10: 9780761864127 $27.00

IV.   REQUIREMENTS:

A. Reading Assignments: You are expected to read the textbooks and any other articles, handouts, or websites assigned by the professor.

B. Activity Assignments
1. Locate journal articles and books
2. Presentations

C. Written Assignments
1. Class Video Reports
2. Basic APA template
3. Annotated bibliographies
4. Writing exercises
5. Grammar exercises
6. Usage exercises
7. Read-to-Write project
8. Outline exercise
9. Quizzes
10. In-text citations
11. Reference List
12. Final Exam

V. METHODS

A. Teaching and Learning
1. Research
2. Reading
3. Writing
4. Presentation
5. Lecture

B. Grading
1. **Weight given to assignments:**

Assignments:	Points:
Journal articles and books	100
Basic APA template	50
Class Video Reports	80 (10 pts. x 8 reports)
Annotated bibliographies	100 (20 pts. x 5 annotations)
Writing exercises	50
Grammar exercises	50
Usage exercises	50
Read-to-Write project	50
Outline exercise	50
Quizzes	70 (35 pts. x 2 quizzes)
In-text citations	70
Presentations	80 (40 pts. x 2 presentations)
Reference List	100
Final Exam	100
Total:	**1000 points**

2. **Late Assignments**
Late assignments may be penalized 10 percent of the grade on that assignment per week.

3. **Letter / Numerical Grade Scale**
The grading scale listed in the current University Catalog will be used for this course.

VI. POLICIES

A. The Bible as Required Textbook
The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV),

New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

B. Academic Honesty
Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own. All papers must be submitted in APA format and submitted to Turnitin prior to uploading onto Canvas.

C. Academic Activity & Participation
Students learn best when they take an active part in the learning process. Students will be expected to engage in the material presented weekly and be able to summarize the content to meet learning objectives. Punctuality is expected out of professional courtesy and to minimize the disruption of the classroom dynamics.

D. Technology
Using technology to enhance the learning experience is an integral part of this course. However, technology can also cause distraction and inattentiveness. Cell phones should be set to silent and placed on the table or in a backpack/purse. ***Working on other assignments during class or using electronic devices for anything other than class activities or taking notes for the course will not be permitted.***

E. Accommodations Statement
Students with disabilities have the responsibility of informing the DSS Director (dss@calvary.edu) of any condition that may require support.

F. Style Guide
All class papers must follow the APA style guide according to *Publication Manual of the American Psychological Association,* 7th edition.

G. The Clark Academic Center
The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

VII. COURSE OUTLINE AND CLASS SCHEDULE:

Week		Class Topics:	Assignments for the Week:
1	July 6th – 12th	Introduction Search Strategies Basic APA Formatting	*Due by Midnight on July 12th* 1. Read Chapters 1, 2 & 6 of I AM. 2. Complete Class Video Reports. 3. Locate journal articles and books. 4. Read APA Introduction (xvii–xxii). 5. Prepare basic APA template.
2	July 13th – 19th	Conducting a Review of the Literature Resource Evaluation Plagiarism Notetaking	*Due by Midnight on July 19th* 1. Read Chapters 3 of I AM. 2. Complete Class Video Reports. 3. Complete annotated bibliographies. 4. Read APA Chapter 2. 5. Read APA Chapter 4.1 – 4.11.
3	July 20th – 26th	APA Chapter 2 Organization of a Paper APA Chapter 4.1 – 4.11 Writing Smoothly & Concisely Presentation Options	*Due by Midnight on July 26th* 1. Read Chapter 4 of I AM. 2. Complete Class Video Reports. 3. Complete outline exercise. 4. Complete writing exercises. 5. Read APA Chapter 4.12 – 4.30. 6. Prepare Presentation #1.
4	July 27th – August 2nd	APA Chapters 4.12 – 4.30 Grammar & Usage Strategies to Improve Your Writing	*Due by Midnight on August 2nd* 1. Read Chapter 5 of I AM. 2. Complete Class Video Reports. 3. Complete grammar exercises. 4. Complete usage exercises. 5. Complete Read-to-Write project.

5	Aug. 3rd – 9th	APA Chapter 5: Bias-Free Guidelines APA Chapter 6: Mechanics of Style APA Chapter 8: In-Text Citations Presentation Options	*Due by Midnight on August 9th* 1. Complete Class Video Reports. 2. Read APA Chapters 5 & 6. 3. Complete Chapter 5 Online Quiz. 4. Complete Chapter 6 Online Quiz. 5. Read APA Chapter 8 6. Complete In-Text Citations. 7. Prepare Presentation #2.
6	Aug. 10th – 14th	APA Chapter 9: Reference List Final Exam	*Due by Midnight on **August 14th*** 1. Read APA Chapters 9 & 10. 2. Complete Class Video Reports. 3. Complete Reference List. 4. Complete Final Exam

About Changes to this Syllabus*: The instructor reserves the right to make changes to this syllabus at any time during the course, but any change made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.*