WED 398 Special Problems

Course Information:

Instructor Name: ________________________________________________

Instructor Email: ________________________________________________

Instructor Phone: ________________________________________________

Instructor Office Location: _________________________________________

Instructor Office Hours: ___________________________________________

Course Description: Independent study for qualified students in Workforce Education and Development (SIUC Undergraduate Catalog).

Course Overview:

WED 398 requires writing a research paper that presents the results of your investigations on a selected WED-related topic. (The course product is called a ‘library research paper’ in order to distinguish it from a research paper that is completely original work.) The course has 5 lessons and 4 assignments (a form submission, 2 written assignments, and a mastery exam). For the written assignments, you must have access to the course text (‘APA Manual’): Publication Manual of the American Psychological Association (6th ed.) (2010).

In Lesson 1, you will self-select a team of 2-3 members made up from your class mates. As a team, you will identify a research topic and submit a Contract and Topic Approval Form. This lesson provides a list of suggested general topics that you may use for ideas and then narrow to a more specific focus of interest. It’s important that you choose a topic that will have accessible, up-to-date resources for research. This is a group assignment.

In Lesson 2, you will learn about APA writing style by using your student workbook and complete a mastery exam. APA style writing is the most prevalent writing/publishing style used in business and industry, as well as, in academia. You will need to master this writing style to be successful in this course. **This is an individual assignment, not a group assignment.**
In Lesson 3, you will complete several self-guided exercises to assist you in preparing to write a research paper. These exercises can be done as individuals or as a group.

In Lesson 4, after receiving topic approval, you will use the template provided to:
   a. Identify 10 appropriate resources for the paper;
   b. Create APA-style references for these resources;
   c. Evaluate all 10 resources using an evaluation checklist for each;
   d. Write a brief summary for the resources; and
   e. Write a basic content outline and introduction for the paper.

In Lesson 5, you will continue to use the template provided to complete the research paper. You will: (a) insert the reference list, Outline and Introduction (previously created) into the Assignment 3 template; and (b) continue to develop all sections of the paper, making appropriate revisions as you proceed. This is a group assignment.

**General Objectives:** The objectives for this course are that each student:

1. Applies library and APA reference tools for the purpose of writing a research paper.
2. Creates content, outline, and basic structure for the library research paper.
3. Creates a fully prepared library research paper.

**Textbooks & Resource Materials:**

**Required Texts:**


**Resource Materials:**

Morris Library includes the EBSCO database system, which contains multiple journals and other publications related to suggested WED topics.

See additional links below for information to help you locate scholarly resources and additional guidelines on APA editorial style writing:

- Complete the five Self-Guided Exercises for using academic libraries (highly recommended).
• Use Databases/Find Articles at SIUC Morris Library to locate scholarly journals (if you completed the 5 Self-Guided Exercises above, you will recognize this web site and the quick start links for searching journal articles on the right-hand side of the page.)
• Read the Reference List: Basic Rules from Purdue University. The Writing Lab and the OWL at Purdue University provide substantial guidance on writing a Reference List. After you read the Reference List: Basic Rules above, follow the links to sections on Reference List items: Author/Authors, Articles in Periodicals, Books, Other Print Sources, Electronic Sources, and Other Non-Print Sources.
• Style Tips from APA online
• Citing Sources in APA Style from the Online Writing Tutorial at Indiana University

**Course Requirements:**

Failure to create your Course Profile and view specific course documents, such as the syllabus will prevent you from seeing any other course materials. You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you see the information necessary to perform at the highest levels. It won’t restrict your progress through the course if you adequately prepare yourself to do the work. If you have completed your Course Profile in another SIU online course, you won’t have to do it again.

Teaching Assistants will return graded assignments (with comments) within 14 days after assignment submission. The comments may be included in the actual assignment document or may be submitted back to you via SIU Online. Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.

Emails received during normal business hours (Central Time) will be acknowledged by the teaching assistant within 24 hours. E-mails received on weekends or holidays will be acknowledged by close of business on the first business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail systems to complete coursework, to communicate with the teaching assistant and instructor of record, and keep back-up copies of all written work.

Assignments must be submitted via SIU Online (D2L) as MS Word attachments. Use the rubrics and/or templates included in the course to assist you in preparing your written assignments. If this is impossible due to student location or emergency, contact the teaching assistant prior to the due date for an approved alternative method.
All written assignments must have a cover page that includes the Assignment #, your name, your contact information, name of teaching assistant, and date of submission. Refer to the sample cover page in D2L.

Your off-campus coordinator is the instructor of record. However, student work is submitted to the teaching assistant at main campus who works for the instructor of record.

The APA Mastery Exam is designed to prove your mastery of APA writing style. In order to achieve the minimum mastery levels, you MUST do the exercises and practice exams in your APA workbook. Your exam score is factored into your final grade at whatever level you achieve. If you do not achieve the minimum mastery level as described, it just means you need to do more work to eventually reach mastery. It doesn’t mean you failed the exam or the course.

Academic Dishonesty:

Although group collaboration is encouraged for discussion and study purposes to complete the course, all written assignments must be each student or team’s own work. For SIUC policy on academic dishonesty, refer to the SIUC Undergraduate Student Catalog, or contact the teaching assistant/coordinator.

Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. Copying and pasting from another student’s paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.

IMPORTANT NOTE: Course assignments are screened for originality. If your assignment submission results in the originality report showing either an orange or red color (which you can see), a determination must be done by the TA and/or the instructor before you or your team can continue further in the course. If it is determined that the match was unintentional or accidental, then you will be given a second chance to redo the entire assignment and submit it with corrections. However, there may be a reduction of the assignment points that could result in course failure. If the determination is that the assignment contained the intentional use of someone else’s work, information was falsified, or there was deception of the part of any student associated with the assignment and/or the determination process, then the result is an automatic failure of the assignment and, potentially, the entire course.

Follow these general APA guidelines for Assignments:

• Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
• 1" margins on all four sides of a page (left-right-top-bottom)
• Left-hand, flush margin, alignment
• 5-space indention for new paragraphs
• 12 point Arial or Times New Roman font
• Correct APA references and in-text citations are required.
• For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the Publication Manual of the American Psychological Association (6th ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.

Graded Written Assignments and Due Dates:

Total points: 430 (390, if working alone)

Grading Scale: Based upon total points for all assignments:

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<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<td>F</td>
<td>233-0</td>
<td>59-0</td>
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• You must have a C or better for any WED course to graduate.

• **Your instructor may invoke a point penalty of up to 10% per week for late assignments.**
## Action Items, Assignments and Due Dates

<table>
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<th>Course Overview</th>
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<th>Due Dates and Assignment Grade Point Values</th>
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<tr>
<td><strong>Lesson 1:</strong> Identifying a Research Paper Topic</td>
<td>Read the Course Syllabus PDF.</td>
<td>Post photo and complete online profile in SIU Online.</td>
<td><em>First time you sign into course.</em></td>
</tr>
<tr>
<td><strong>Lesson 2:</strong> Mastering APA Style.</td>
<td>Select team members (no more than 3 members per team). Select a general and specific topic for research.</td>
<td>Assignment 1: Complete and submit the Topic Approval Form via SIU Online.</td>
<td>Sept. 3, 2014 24 Points</td>
</tr>
<tr>
<td><strong>Lesson 3:</strong> Literature Search and Analysis of Supporting Resources</td>
<td>Complete Mastering APA Style exercises and Familiarization Test in Student Workbook before taking the mastery exam.</td>
<td>Assignment 2: Complete APA Mastery Exam in D2L. This is the only individual work in the course.</td>
<td>Sept. 24, 2014 40 Points</td>
</tr>
<tr>
<td><strong>Lesson 4:</strong> Developing the Research Paper</td>
<td>Download, save and review the Literature Research Template. Review all of the details for the Self-Guided Activities # 1-5 within the lesson, and note that completing these activities will require time, thorough analysis, and attention to detail.</td>
<td>Assignment 3: Using the Literature Research Template, complete all sections according to the directions provided in the lesson (Assignment 3).</td>
<td>Oct. 15, 2014 113 Points</td>
</tr>
<tr>
<td><strong>Lesson 5:</strong> Writing the Research Paper</td>
<td>Locate 10 resources for researching your topic, create APA reference page, and evaluate them using the checklist provided.</td>
<td>Assignment 4: Using the directions in the lesson and guidelines within the Library Research Paper Template, complete all sections of the research paper (Assignment 4).</td>
<td>Nov. 19, 2014 203 Points</td>
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**Evaluations**

| Assignment 5: Use the links inside SIU Online to submit course and peer evaluations. | Dec. 3, 2014 50 points |

After completing the last assignment, you will be given an opportunity to complete an end-of-course evaluation. It can be found inside D2L, under Surveys. Your feedback is critically important in improving our course content and delivery! Please complete the evaluation.