### Meeting Times

Wednesdays at 9pm in Adobe Connect room: [https://lamar.adobeconnect.com/academicwriting](https://lamar.adobeconnect.com/academicwriting)

### Contact Information

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Academic Research Writing I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>EDUD 6314</td>
</tr>
<tr>
<td>Course Section:</td>
<td>48F</td>
</tr>
<tr>
<td>Department:</td>
<td>Center for Doctoral Studies</td>
</tr>
<tr>
<td>Professor:</td>
<td>Dr. Kaye Shelton</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Wednesdays before and after live meeting and by appointment</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>LU email: <a href="mailto:kaye.shelton@lamar.edu">kaye.shelton@lamar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Office: Education 209a</td>
</tr>
<tr>
<td></td>
<td>Phone: 409-880-7355</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<td>Department:</td>
<td>Center for Doctoral Studies</td>
</tr>
<tr>
<td>Professor:</td>
<td>Dr. Kelly Brown</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Wednesdays before and after live meeting and by appointment</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>LU email: <a href="mailto:kelly.brown@lamar.edu">kelly.brown@lamar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Phone: 832-723-9332</td>
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</tbody>
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**Academic Research**

**EDUD-6314**

**Summer 2019**  **Section 00**  **3 Credits**  **07/15/2019 to 08/16/2019**  **Modified 07/17/2019**
Catalog Description

This course provides an overview of technical research writing as a precursor to the dissertation required in the doctoral program. The focus is to articulate an in-depth knowledge base in verbal and written format. It is Part One of a two-part scholarly writing process.

Outcomes
Students who successfully complete this course will be able to:

- Examine APA editorial style components: punctuation and sentence structure, selection of headings, references, and citations.
- Create formatted annotated bibliographies and in text citations.
- Determine the difference between informal and formal writing.
- Interpret the technical style of writing including organization and structure, voice, tense, clarity, conciseness, and use of transitions and active verbs.
- Evaluate and use online library databases for selection of scholarly articles.
- Identify and apply concepts and implications of plagiarism and copyright issues.

Course Materials

Required Texts:


You may find the Strunk book listed under 2000 or 1999 for the year, and the publisher may show as Longman or Allyn and Bacon; this text is in the course as an older scanned pdf file and you may use that version.

Course Policies

PARTICIPATION REQUIREMENTS

Course Expectations:

Learning in this course will occur as a result of lectures (both written and audio), assigned readings, and concentrated study by the individual students, and may include group and class discussions, individual and group assignments, and learning exercises for improving writing. Students are expected to stay current with the course schedule, assignment due dates, and assigned readings. Late submissions of class assignments may be accepted the following calendar week with a “one letter grade” penalty. Students must notify instructor of a potential late assignment. Students should log into Blackboard daily if possible, but no less than four times a week to check for updates from the instructor and participate in the discussions (if provided).

Plagiarism must be avoided at all times. This includes plagiarism of both published and unpublished information. All work submitted must be your own work unless the assignment was specified as group work. Students are expected to clearly cite references when using another author’s ideas and use the APA 6th ed. format for referencing both in the body of a paper as well as the references section.

Participation

Participants are expected to stay current with course schedule, assignment due dates, and assigned reading. When working in groups, all members of the group are expected to positively participate in the discussion or activity. Additionally, a grade may be lowered because of lack of participation concerning class learning activities requiring input and collaboration.

ONLINE WEB CONFERENCES

To enhance student-to-student and instructor-to-student interaction, Online Web Conferences utilizing Adobe Connect have been scheduled for every Wednesday evening at 9:00pm Central Standard Time) for weekly class meeting and updates I will embed the link to these Web Conferences in the course so you will have access. I will record each Web Conference so that students who are unable to participate can access, review and respond to our group discussions. Arrangements can be made for additional conferences as needed upon request. We will meet at [https://lamar.adobeconnect.com/academicwriting](https://lamar.adobeconnect.com/academicwriting)

Evaluation
GRADING POLICY AND EVALUATION

Grading Scale: (sample 10- point scale)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>1000-900</td>
<td>899-800</td>
<td>799-700</td>
<td>699 - below</td>
<td></td>
</tr>
</tbody>
</table>

GRADING OF ASSIGNMENTS AND ASSESSMENTS

Description of Assignments:

- Activities focusing on APA, style components, and writing activities (five @100 points each; total=500 points).
- One reflection and one discussion (2 @ 50 points each; total=100 points).
- Annotated Bibliography – students will select fifteen (15) journal articles based upon research studies from peer-reviewed scholarly databases (on the Lamar Library website) on their potential dissertation topic and format the citation in APA format and write summaries of each article. (400 points). See rubric in Blackboard and in syllabus.

Grading Scale: **Students must maintain a 3.0 GPA (cumulative) to remain in the program.

1000-900 points               A
899-800 points               B
799-700 points               C
699 points and below F

A course grade that is less than "C" is unacceptable for credit in the Lamar University Doctoral Program in Educational Leadership. A course grade of less than “C” will require the student to retake the course. Students must maintain a cumulative 3.0 GPA to remain in the program. Students should not have more than 1 "C" in the program.

Students will be expected to participate in threaded Discussion Board topics. Specific requirements for each discussion will be provided in Blackboard.

Institutional Policies

Academic Honesty Policy

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of the assignment and/or course up to suspension or expulsion from the university. The penalty may vary by instructor.

Additional information is available on the Academic Policy website (https://students.lamar.edu/academic-support/academic-policies.html).

Course Drop Policy

Students may drop a course and receive a grade of "Q" during the penalty-free period of the semester or session. For drops after
this penalty-free period, grades are recorded as "Q" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office. Students may drop a course online up to the census day by logging into Self-Service Banner. After the census day, courses must be dropped through the Records Office. For additional help, contact the academic advisor or the Records Office at registration@lamar.edu. Students may not drop a course during the last 20 percent of the term. Students should check the academic calendar at https://www.lamar.edu/academic-calendar (https://www.lamar.edu/academic-calendar) for specific dates.

Students with Disability Policy

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communication building, room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with the DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the DRC website (http://www.lamar.edu/disability-resource-center/).

Academic Support

Academic Support can be located at http://students.lamar.edu/academic-support/index.html.

There are many areas (i.e. Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

Student Services

Lamar University recognizes that students may experience challenges that hinder success in their academics and/or college experience. We believe in giving all students access to resources that allow them to overcome these challenges. If you are struggling with stress, procrastination, anger management, depression, anxiety, substance abuse and/or eating disorders, please reach out to our counseling professionals at the Student Health Center at 880-8466 to call for an appointment or visit our website https://www.lamar.edu/students/student-engagement/student-health-center/index.html for more information about our services.

Students who faces challenges securing food or housing, tuition and/or books and believes this may affect their performance in the course is urged to contact the LU Strong program. The program is located in the Setzer Student Center, Room 230 at 409-880-8458 or at lustrong@lamar.edu. Furthermore, please notify your professor if you are comfortable in doing so. This will enable them to provide any additional resources they may possess.

Your information and situation will be treated with the utmost privacy and is protected by Texas law. These services are available to all currently enrolled students at Lamar University and Lamar Institute of Technology.

Information on Student Services can be located at http://students.lamar.edu/index.html. There are many resources (i.e. Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

Academic Continuity Policy

In the event of an announced campus closure in excess of four days due to hurricane or other disaster, students are expected to check Lamar University’s website and login to LU Connect for instructions about continuing courses remotely.
Emergency Procedures

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at the Office of Environmental Health/Safety and Risk Management (https://www.lamar.edu/about-lu/administration/risk-management/index.html) webpage.

Severe Weather

Follow the directions of the instructor or emergency personnel.

Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.

If you are in a multi-story building and you cannot get to the ground floor, pick a hallway in the center of the building.

Stay in the center of the room, away from exterior walls, windows, and doors.

Violence/Active Shooter

CALL - 7777 from a campus phone (Text 409-241-8002 from a cell phone). Note: Calling 911 from either a campus or cell phone will contact the City of Beaumont dispatch rather than the LU police.

AVOID - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.

DENY - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND - Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Copyright Policy Statement

Copyright is defined as the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

LU Connect Portal

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University’s homepage (http://www.lamar.edu) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

LU Learn/Blackboard Learning Management System (LMS)

Students will utilize the Lamar University’s Learning Management System (LMS), Blackboard, for online courses.

For Blackboard technical support go to https://blackboardsupport.lamar.edu.

Phone: 866-585-1738

Phone and chat are available 24/7/365

Network Use

ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.
UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university's Sexual Harassment Policy.

Netiquette (Online Etiquette) Statement

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the Lamar University Acceptable Use Policies when Using Networks. More comprehensive student code of conduct can be found at https://students.lamar.edu/academic-support/code-of-conduct.html.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your name to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

Technical Support

Technical Support can be located at http://students.lamar.edu/it-services-and-support/index.html.

Phone: 409-880-2222
Email: servicedesk@lamar.edu

Hours of Operation (CST):
Monday - Thursday 7:30 a.m.-12:00 a.m.
Friday 7:30 a.m. - 7:30 p.m.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 3:00 p.m. - 12:00 a.m.
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Readings</th>
<th>Assignments (Due each Sunday Night at Midnight, Central Time)</th>
</tr>
</thead>
</table>
| Week 1 July 15-21 | • Read assigned pages in Strunk & White text.  
• Watch the Active vs. Passive Voice video  
• Read Plagiarism lecture in Blackboard  
• Review Plagiarism resource link in Blackboard  
• Complete the Learning Object on Active Verbs | • Introductory Discussion (no grade)  
• Class Discussion (50 points)  
• Take Plagiarism Quiz Online (no grade)  
• Complete the Learning Object (no grade)  
• Strunk and White review exercise (100 points) |
| Week 2 July 22-28 | • Read APA Manual Chapters 1, 3, 4, 6-7  
• View APA lecture notes  
• Select and read a journal article to summarize  
• Read online resources in Blackboard | • Article summary (100 points; submit to discussion forum)  
• Paraphrasing Exercise (100 points)  
• Begin work on annotated bibliography  
• APA review assignment (no points) |
| Week 3 July 29-August 4 | • Read online resources in Blackboard | • Structure Writing assignment (100 points)  
• Work on annotated bibliography |
| Week 4 August 5-11 | • Read online resources in Blackboard | • Critique assignment (100 points)  
• Work on annotated bibliography |
| Week 5 August 12-18 | • Read online resources in Blackboard | • Reflection (50 points)  
• Submit Annotated Bibliography (400 points) |

## Additional Items

### Annotated Bibliography Rubric

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<tr>
<th>Quantity of Sources</th>
<th>0-39</th>
<th>40-55</th>
<th>56-63</th>
<th>64-71</th>
<th>72-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document is more than five sources under the number of required sources.</td>
<td>Document is four sources under the required number of sources.</td>
<td>Document is two or three sources under the required number of sources.</td>
<td>Document is one source under the required number of sources.</td>
<td>Document cites the number of sources outlined in the assignment.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Quality of Sources</th>
<th>0-39</th>
<th>40-55</th>
<th>56-63</th>
<th>64-71</th>
<th>72-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little or no reliable and/or trustworthy sources cited.</td>
<td>Few sources cited can be considered reliable and/or trustworthy.</td>
<td>Some sources can be considered reliable and/or trustworthy.</td>
<td>Most sources cited can be considered reliable and/or trustworthy.</td>
<td>All sources cited can be considered reliable and/or trustworthy.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variety of Sources</th>
<th>0-39</th>
<th>40-55</th>
<th>56-63</th>
<th>64-71</th>
<th>72-80</th>
</tr>
</thead>
<tbody>
<tr>
<td>No variety of sources; cites only one journal.</td>
<td>Poor variety of sources; cites only two different journals.</td>
<td>Adequate variety of sources; cites three-five different journals.</td>
<td>Good variety of sources; cites six-seven different journals</td>
<td>Excellent variety of sources; cites more than eight different journals.</td>
<td></td>
</tr>
<tr>
<td>Writing of Annotations</td>
<td>0-39</td>
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<td>56-63</td>
<td>64-71</td>
<td>72-80</td>
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<tr>
<td>All annotations are lacking in completeness, thought, and/or writing quality.</td>
<td>Most annotations are lacking in completeness, thought, and/or writing quality.</td>
<td>Some annotations are well written but some are lacking in completeness, thought, and/or writing quality.</td>
<td>Most annotations are thoughtful, complete, and well written.</td>
<td>All annotations are thoughtful, complete, and well written.</td>
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<tr>
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<th>56-63</th>
<th>64-71</th>
<th>72-80</th>
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</thead>
<tbody>
<tr>
<td>There is little or no adherence to APA format in the document.</td>
<td>There are many and/or frequent formatting errors in the document’s citations.</td>
<td>There are some formatting errors in the document’s citations.</td>
<td>There are a few formatting errors in the document’s citations.</td>
<td>Citations are formatted correctly in the document.</td>
<td></td>
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</table>

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