

Outline via headings (10 points): Students will generate: (a) a title page with a running head, (b) an outline with appropriate APA levels of headings, and (c) a reference page (APA style). Under each heading, source identifiers will be written in. This will organize the paper for the writer and reader.

- a. Read the results and discussion of a minimum of 10 sources.
 - i. Read the literature review to become more informed of your topic and identify additional sources you may want. DO NOT cite the literature review.
- b. Identify each source by a number and each "finding" by a letter.
- c. Place the number, letter, and page number under the appropriate heading.

Library sources (10 points): Each person is responsible for turning in the following 7 peer-reviewed sources:

- (a) Interlibrary loan article
- (b) Internet retrieved article
- (c) microfilm
- (d) microfiche
- (e) one book from the stacks
- (f) one source from the "reference section"
- (g) 1 non-peer reviewed source from a suitable website (e.i., .org, .edu, or .gov). Wikipedia does not count as a source in this class.

Editing for common errors (20 points for individual and group editing): First, students will use editing symbols to identify problems in each other's work. Students will turn in an edited paper and the editor will receive a grade. Editors must use a red pen. I will use a green pen. (the person writing the paper also gets a grade at this time). Second, students will bring thumb drive with paper on it. We will edit the paper in class. Attendance sheets will be signed and credit given for group participation.

Writing Notebook (10 points): Students will turn in their writing notebook (I prefer a **very** small 3 ring binder) one week before the paper is due. Writing notebooks contain handouts from class and journal entries about one's own personal writing. Journal topics include: forbidden word list, self-writing evaluations (e.g., too many passive sentences, writing in wrong tense, punctuation), and editing observations (e.g., work on 1-2-3, need to focus on APA headings).

Editing midterm (40 points): A finished paper will be handed out. Students must mark the paper for: (a) APA style, and (b) readability. Students should be able to evaluate the title page, headings, citations in the text, and the reference page. Poorly written sentences should be identified for correction.

Final paper (110 points): Students will turn in the paper two times for a grade. The corrected rough draft will be turned in after editing has been complete. This will allow for a pre-read by me. Editing symbols will be used and the student must identify the exact problem and correct it. Multiple "genuine" rewrites are possible. The paper shall have a title page, abstract, body (10 typed pages), and reference page (minimum 10

references-no more than 2 from the internet; no text books). Do not use a paper in part or full from another course-this constitutes *self-plagiarism* (APA 6th ed., p. 16).

The final product will be turned in the last day of finals week and graded on: (a) APA style, (b) readability, and (c) quality of information.

220 points are possible and grade ranges are as follows:

A = 198-220

B = 176-197

C = 154-175

D = 132-153

F = 131 or lower

*All papers must be turned in electronically to TurnItIn.com through D2L. Go to Assessments: (a) choose Assignments, and (b) choose Group Paper. You will upload your paper and can view a similarity rating. If green (under 25% or so), no worries. If yellow, possible rewrite. Check to see if your sources are artificially raising your percent (if yes, no worries). If orange, definitely rewrite!

Note Students with disability must be registered with Disability Support Services before accommodations can be provided. Individuals requiring special accommodation should contact me and must provide documentation by Disability Support Services. The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

Americans with Disabilities Act

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities.

A copy of "A Guide for Faculty and Staff Working with Students with Disabilities" is available online at [Faculty Guide](#). It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications. Students who require special accommodations must register with Disability Support Services before these accommodations can be provided. An Accommodation Request Form can be obtained at [Accommodation Request](#). See also: [Student Life](#)

Electronic Contact I require 5 working days to be able to read and respond to all email. Please note that my spam filter does keep some emails from getting to me (most recently my wife). In addition, I do not check email after 5 pm nor on weekends/holidays. My cell phone is to be used only by students who have been given it by me (e.g., honor society officers, graduate students). Please do not text me on my cell unless I have personally given you my cell number.

Make-up Policy Make-up exams will be essay in nature and can be scheduled with me. I need one week to prepare the exam; thus, the earliest a make-up exam can be taken is one week after the initial exam. See the 2018-2019 Student Handbook on Class Attendance Policy (page 43). [Student Handbook](#)

Cell Phones and Pagers Please turn all cell phones and pagers off (no sound) during class. DO NOT text message during class. DO NOT answer your cell phone in class. Exceptions include emergency calls (e.g., birth of child, family member in hospital). Students who are unable to comply will not be allowed to attend class.

College Policies and Procedures

Can be found at the bottom of the MSU home page or at [Human Resources Policy](#).

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Any evidence of cheating will result in a grade of "F" and being reported to the [Dean of Students](#).

Midwestern State University Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."
As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

Travel Plans Please do not make travel plans during finals week. The final will be given when the university has scheduled it as per the schedule of classes.

Tentative Reading and Exam Schedule

Notice: Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

<i>Weeks</i>	<i>Reading Assignment</i>
1/15-2/28	Semester Overview/Course Requirements Rankin's Rules-lectures from Writing Across the Curriculum hosted by the Dept. of English, MSU.
1/21	<i>Martin Luther King Day, no classes</i>
Tuesday 1/29	Due: Three page APA paper with title page and sources Lesson 1: Writing Clearly Lesson 2: Adding Emphasis
1/22 & 1/24	<i>Topic: Library days to learn how to retrieve peer-reviewed articles.</i>
Tuesday 2/5	Due: Interlibrary Loan Article, Internet retrieved Article, microfilm, microfiche, book chapter, reference source, & online non-peer review website. Article by Hummel, Whatley, Monetti, Briihl, and Adams (2009, October)-In D2L folder Lesson 3: Writing Concisely, With Some Spice Topic: Do's and Don'ts of writing
2/18	<i>Last day to file for May graduation</i>
Thursday 2/28	Due: Outline with headings APA style and reference list. Hand written code for sources.
Tuesday 3/5	Midterm: Editing a paper.
3/7-5/2	Lesson 4: The Art of Fine Paragraphs Lesson 5: Framing an Introduction Topics: Becoming an APA expert, making tables, appendixes

3/18-3/2
3/25
4/18-19

Spring Break
Last day to file for a "W"
Holiday Break

3/12-5/2

Due: Editing a classmate's work in class; group editing

Wednesday 4/17

Due: Rough Draft

Friday 5/3

Final Paper due