

EDCI 689—PROFESSIONAL WRITING
Independent Study
Spring 2022

INSTRUCTOR INFORMATION

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

1. EVERYONE WILL NEED TO PURCHASE

Silvia, P (2007). How to write a lot: A practical guide to productive academic writing. Washington, D.C.: American Psychological Association. (www.apa.org) ISBN: 978-1-59147-743-3

2. CHOOSE ONE OF THE FOLLOWING BOOKS ON PROFESSIONAL WRITING

- A. Wepner, S. B. & Gambrell, L. B. (Eds.) (2006). *Beating the odds: Getting published in the field of literacy*. Newark, DE: International Reading Association
- B. Thomson, P. & Kamler, B. (2012). *Writing for Peer Reviewed Journals: Strategies for getting published*. New York: Routledge. ISBN-13: 978-0415809313
- C. Henson (n.d.) Writing for professional publication: Keys to Academic and Business success. Can be bought through Barnes and Noble Market place sellers for \$4.00-\$30.00. Do NOT buy this book new; it is \$100.00.

3. CHOOSE ONE OF THE FOLLOWING BOOKS ON GRANT WRITING.

- A. Gajda & Tulikangas (2005). Getting the Grant: How Educators Can write winning proposals and manage successful grants. Association for Supervision and Curriculum Development ISBN 13:9781416601722

- B. Henson, K. T. (2004). *Grant writing in higher education: A step-by-step guide*. Boston: Pearson. Henson Paperback Barnes and Nobel \$40.00
- C. Pawlicki, D. & James, C (2013). *The Insider's Guide to Winning Education Grants*. New York: Jossey Bass ISBN-13: 978-1118412909
- D. Licklidner, M. (2012). *Grant Seeking in Higher Education: Strategies and Tools for College Faculty*. New York: Jossey Bass. ISBN-13: 978-1118192474

Must have access to the following::

The current Cabell's Directory of Publishing Opportunities in Educational Curriculum and Methods (you have access to Cabell's via our library databases--

see <http://www.tamuc.edu/library/findinfo/>

click on Find a Database A-Z—then click on Education—then Cabell's Directories—you will see

Course Description

This doctoral level course has a focus on writing in the professional realm by providing multiple opportunities to write, read, and collaborate.

Topics addressed include writing for peer reviewed academic journals, writing grants, writing proposals for professional academic conferences, writing professional materials for teachers, writing for the popular press, and constructing a professional vita. A strong emphasis throughout the course will be on the development of participants as researchers and writers.

Student Learning Outcomes:

1. Students will seek out, read, analyze, and critique various types of and opportunities for professional writing and post reactions online and respond to classmates reactions.
2. Students will set individual professional goals as writers/educators/researchers/learners and demonstrate growth toward the achievement of those goals. Students will demonstrate knowledge of the following:
 - Various types of professional writing.
 - Ways to communicate important ideas
 - An understanding of the publication process
 - Ways to select appropriate venues for submission of their writing
 - Self-evaluative and revision strategies that will allow them to monitor and enhance their professional growth as authors/writers.
 - Conferencing/collaborative skills
3. Students will engage in revision/editing collaboration.
4. Students will document writing and submission of a proposal for a presentation at a professional conference (local, state, regional, national, or international).
5. Students will write and submit a professional article for publication.
6. Students will complete a professional vita and post in D2L

7. Students will engage in grant writing.
8. Students will evaluate themselves on their progress as writers/educators/researchers/learners and set future goals.

COURSE REQUIREMENTS

Instructional/Methods /Activities Assessments

1. *(Outcomes 1 and 2)* 15 % of total grade--Check web/leo e-mail each day for information concerning various readings and assignments to extend/support learning.

Post assignments and reactions to topics/texts to appropriate Discussion Groups by due date. These will be viewed by the entire class. These must be on time, professional, thoughtful and thorough and demonstrate a growth of knowledge and an understanding of the topics/texts/readings and in professional writing. In addition, your assignments and reactions must be substantial and add to the group knowledge, thinking, and growth.

Due Date—Ongoing throughout semester—Check Course Calendar, Week information, leomail, and course announcements for readings and specific assignments and due dates for postings

2. *(Outcomes 1 and 2)* 10% of total grade--Posting of responses to class members' postings of assignments and reactions to readings and topics/texts (see Course Requirement #1 above). (You must post a minimum of two responses to peers per week—be sure that you respond to different people each time in a professional, thoughtful and complete manner) *Due Date—Ongoing throughout semester)*
3. *(Outcome 3)* 15% of total grade--Write and submit a professional article and cover letter (see Appendix E in *APA Manual*) to a peer reviewed professional publication (see *Cabell's Directory of Publishing Opportunities in Educational Curriculum and Methods* (you have online access to this through the A&M-Commerce Library)

—you may write and submit by yourself **or** with a fellow doctoral student **or** with a faculty member or members. More information will be provided regarding this course requirement.

Due Date—see Course Calendar

4. (*Outcome 4*) 5% of total grade—Documentation and sharing of submission of proposal for presentation at a professional conference. This may be done individually or collaboratively.

Due Date— see Course Calendar

5. (*Outcome 5*) 5% of total grade--Develop your professional vita and post.

Due Date— see Course Calendar

6. (*Outcome 6*) 15 % of total grade

Option A—Write and submit a grant proposal; 15% of total grade

Option B—10% of total grade--Write a draft of a grant proposal;
5% of total grade --Explore the options/opportunities and write a piece for the popular press (magazine, newspaper, etc.)

Due Date— see Course Calendar

7. (*Outcome 7*) 15 % of total grade--Become part of and actively participate in peer, whole class and triad Response/Revision/Editing. This is actively engaging in receiving feedback on your writing and giving feedback to the writing of others. You will conference with triads, and at times the entire class throughout the semester and participate in response, revision and editing. In addition, you will complete a self-evaluation and peer evaluation of participation/contribution/learning for Triad, and Class Response/Revision/Editing. You will receive additional information concerning both the formation and process of the Response/Revision/Editing triads and on the class response, revision, and editing process.--Due Date—Ongoing Throughout Semester

8. (*Outcome 8*) 10% of total grade--Engage in Self-Evaluation---Complete a written course evaluation/learning-understanding synthesis/summary that discusses how each course requirement (see *Course Requirements 1-9*) was met and the quality with which each requirement was completed. In addition, you will explain/discuss/document your learning. You will receive additional information concerning the format of this self-evaluation/learning-understanding/synthesis/summary. Conclude with a summary of progress as a researcher/learner and future learning/research goals—and based on your self-evaluation--the letter grade (A, B, C, D, F) you believe reflects your growth/work/contributions in this course. *NOTE: I will return the document to you if you do not assign yourself a letter grade.*

(Note: An assignment can be submitted to only one instructor to meet the requirements in one course. In other words, NO DOUBLE DIPPING!!!)

Due Date— see Course Calendar

GRADING

Final grades in this course will be based on the following scale:

(For each letter grade below, the student will have earned a percentage of points in the range listed out of all the points possible)

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Individual assignments will be rated as follows:

A (5) = All objectives met. All course requirements completed with the highest degree of quality, initiative and impact—exceptional quality. Continually demonstrated the highest degree of professionalism, dedication, responsibility, and initiative in all situations including but not limited to class participation/interaction, responsibility, civility, attendance, and punctuality.

B (4) = All objectives met. All course requirements completed with high quality. Demonstrated highest to high degree of professionalism, dedication, and initiative in all situations including but not limited to class participation/interaction, responsibility, civility, attendance, and punctuality.

C (3) = All objectives met. All course requirements met with substantial to minimal degree of quality. Demonstrated a high/substantial degree of professionalism, dedication, and initiative including but not limited to class participation/interaction, responsibility, civility, attendance, and punctuality.

D (2) = 80% or more of objectives met with minimal degree of quality. May have demonstrated lapses in professionalism, dedication, responsibility, or initiative. Areas

could include but are not limited to class participation/interaction, responsibility, civility, attendance, or punctuality.

F (1)= Less than 80% of objectives met with minimal degree of quality. May have demonstrated deficiencies in professionalism, dedication, responsibility, or initiative. Areas could include but are not limited to class participation/interaction, responsibility, civility, attendance, or punctuality.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

The best way to communicate with the instructor is through e-mail at Martha.Foote@tamuc.edu. E-mails will be responded to as promptly as possible and in most cases within 24 hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web

url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.