Karen’s 114 Syllabus Spring 2020

Basics of APA Style: ENG 114

Credit hours: 1

Spring 2020

**Instructor Information**

**Instructor:** Dr. Karen Palmer  
**Office:** 3-247  
**Office Hours:** *M/W 12:15-2:00; 3:15-4:00*  
**Office Telephone:** 928-776-2286  
**E-mail:** [*Karen.Palmer@yc.edu*](mailto:Karen.Palmer@yc.edu) *(Please use Canvas inbox to communicate with Karen!)*

**Course Description**

Basics of APA Style. Students learn the basics of APA Style, including manuscript structure and content, style, mechanics, and citation. Prerequisite: none. Reading Proficiency. One lecture.

**Course Content:**

* Writing for the Social Sciences
* Manuscript Structure and Content
* Writing Principles and Style
* Mechanics of Style
* Displaying Results
* Crediting Sources
* Reference List

**Learning Outcomes**:

* Apply guidelines for writing in the social sciences. (1)
* Use APA Style headings, clear and concise communication, and unbiased language to correctly construct a manuscript. (2,3)
* Apply the mechanics of APA Style, including punctuation, capitalization, italics, and the use of numbers. (4)
* Display results by creating tables and figures. (5)
* Credit sources correctly in text and in a reference list. (6 & 7)

**Course Communication Expectations:**

* Teacher to Student communication expectations
* Student to Teacher Expectations
* Student to Student Expectations

**Course Technology**

* How the intended technology tools in the course will support the course outcomes
* How the course tools will promote active learning

**Textbook & Course Materials**

**Required Text**

* *Mastering APA Style: Student's Workbook and Training Guide, 6th Edition*. ISBN: 1-4338-0557-X

**Recommended Texts**

* *APA Publication Manual, 6th/7th edition.* I HIGHLY recommend that you purchase a copy of the APA Manual if you do not already have one. You can find used copies of the 6th edition on [Amazon](https://www.amazon.com/Publication-Manual-American-Psychological-Association/dp/1433805618/ref=sr_1_2?keywords=apa&qid=1577819679&sr=8-2) for less than $20. The APA Manual is also available in the YC Library and the YC Writing Lab.

**Topic Outline/Schedule**

This is a self-paced, online course consisting of three modules: Introductions, Term Paper, and Research Paper. In order to complete this course, you must achieve an 80% or above Mastery in the Term Paper and Research Paper modules. Each module must be completed before you can move on to the next module. Students should plan to spend about 4 hours per week on this course. The actual time an individual needs to complete the course will vary depending on their current familiarity with APA style. All modules must be completed by the end of this eight week course.

Sample Schedule:

* **Week 01: *Introductions***
  + Read Chapters 1 & 2
  + Submit Orientation Quiz
  + Take the Familiarization Test and submit quiz.
* **Week 02: Term Paper**
  + Review concepts missed on Familiarization Test and Begin Learning & Integrative Exercises
* **Week 03: Term Paper**
  + Take Practice Test
  + Complete Review Exercises as Necessary
* **Week 04: Term Paper**
  + Take Mastery Test
  + Complete Review Exercises and take additional Mastery Tests as needed to achieve 80%.
* **Week 05: Research Paper**
  + Take the Familiarization Test and submit quiz.
* **Week 06: Research Paper**
  + Review concepts missed on Familiarization Test and Begin Learning & Integrative Exercise
* **Week 07: Research Paper**
  + Take Practice Test
  + Complete Review Exercises as Necessary
* **Week 08: Research Paper**
  + Take Mastery Test
  + Complete Review Exercises and take additional Mastery Tests as needed to achieve 80%.

All assignments MUST be complete by the last day of this course in order to earn credit for this course.

**Grading Policy**

**Methods of Evaluation**

Students must achieve at least 80% mastery in the Term Paper and Research Paper modules in order to successfully complete this course.

| **Points** | **Description** |
| --- | --- |
| 10 | Orientation Quiz |
| 20 | Familiarization Quizzes, Practice Quizzes |
| 82 | Mastery Tests |

**Makeup Exam Policy**

All exams will be taken online. Students will have four opportunities to achieve 80% mastery (32/40) in both the Term Paper and Research Paper modules. No additional opportunities will be given.

**Grading Timeframes**

All assignments will be graded immediately.

**Letter Grade Assignment**

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

| **Letter Grade** | **Points** | **Performance** |
| --- | --- | --- |
| A | 101+ | 90%+  *Students MUST earn an 80% or better on the Term Paper AND Research Paper mastery tests in order to pass this course.* |
| B | 89+ | 80%+  *Students MUST earn an 80% or better on the Term Paper AND Research Paper mastery tests in order to pass this course.* |
| C | 78+ | 70%+  *Students MUST earn an 80% or better on the Term Paper AND Research Paper mastery tests in order to pass this course.* |
| D | 67+ | 60%  *Students MUST earn an 80% or better on the Term Paper AND Research Paper mastery tests in order to pass this course.* |
| F | 0-66 | *Students MUST earn an 80% or better on the Term Paper AND Research Paper mastery tests in order to pass this course.* |

**Institutional Policies and Instructor Procedures**

**Student Email:**

Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Yavapai College requires enrolled students to utilize the YC email system for official college-related communications.  Students are expected to check their Yavapai College email account as directed by their instructor. If you need assistance, go to [Information Technology Services](http://www.yc.edu/its) or 928.776.2168 (<http://www.yc.edu/its>).

**Attendance:**

This is an online, self-paced course. No attendance will be taken, but all requirements must be completed within the 8 weeks of the course. A student who does not adhere to the instructor’s and College’s attendance requirements may be dropped/withdrawn from the course as defined in the Yavapai College General Catalog.

**Withdraw:**

A student-initiated withdrawal deadline is established by the College.  If a student has not withdrawn from a class by the deadline, a student will receive the letter grade earned in the course at the end of the semester.  An instructor can choose to withdraw a student from the class after the deadline depending upon the instructor’s withdrawal policy. If a student does not follow official procedures for withdrawing from a course, earned grades will be posted on the student’s permanent record.

**Academic Integrity:**

Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work.  The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct.  Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the [Yavapai College Student Code of Conduct](http://www.yc.edu/codeofconduct).

**Student Code of Conduct:**

Respect for the rights of others and for the College and its property are fundamental expectations for every student.  The [Student Code of Conduct](http://www.yc.edu/codeofconduct) outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.  Students are expected to respond and write in a respectful, professional and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class. (<http://www.yc.edu/codeofconduct>)

**Academic Complaint:**

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures.  (<http://www.yc.edu/academiccomplaints>)

**Acceptable Use:**

Yavapai College technological equipment and resources must be used in accordance with the [Technology Resource Standards (5.27)](http://www.yc.edu/v5content/policies/docs/5-business/5.27n.pdf), [Copyright Use (2.28)](http://www.yc.edu/v5content/policies/docs/2-hr/2014%202.28.pdf) and [Peer-to-Peer (P2P) File Sharing (5.26)](http://www.yc.edu/v5content/policies/docs/5-business/5.26.pdf) policies.  Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material, such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked. (<http://www.yc.edu/policies>)

**Mobile Devices:**

Yavapai College is committed to providing a quality learning environment.  All cell phones and mobile devices must be placed in silent mode while in classrooms, computer labs, library, learning center, and testing areas.  Cell phones must be used outside these facilities.

**Tobacco Use:**

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the College prohibits smoking, including vaping, on all campuses except in designated smoking areas as per the [Smoking & Tobacco Use Policy (5.35).](https://www.yc.edu/v5content/policies/docs/dsa/Policy5-35-08162016.pdf)(<https://www.yc.edu/v5content/policies/docs/dsa/Policy5-35-08162016.pdf>)

**Drug-Free Environment:**

Yavapai College’s policy is to provide an environment free of drugs and alcohol. The use of il­legal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited. Campus Safety will be notified if a student exhibits an impaired state in the classroom environment.

**Disability Resources:**

Disability Resources ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment to all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.  (<http://www.yc.edu/disabilityresources>)  Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone 928.776.2085 or email disabilityresources@yc.edu.

**Response Time:**

Students may reach Dr. Palmer via the Canvas inbox. Karen responds to messages within 24 hours M-Th, except on holidays or when the campus is closed. Quizzes will be automatically scored by Canvas and scores posted immediately.

**Learner Support:**

Students can easily obtain help for Canvas by selecting the help button on the bottom left of the main canvas navigation menu. (<https://community.canvaslms.com/welcome>)

Yavapai College offers free tutoring services for all currently enrolled YC students. To find out how to get further support go to the following link: <https://www.yc.edu/v6/learning-center/tutoring-services.html>