

University of Utah
Department of Special Education
Special Education 5054/6054-090
Spring 2019

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Office hours: By appointment
Time: Online
Credit Hours: 2

Required Text:

The following text is required for the course:

- American Psychological Association. (2010). Publication Manual of the American Psychological Association (Sixth Edition). Washington, DC: American Psychological Association.

Course Description:

This course involves a series of online instructional modules regarding writing skills that are relevant to undergraduate and graduate programs in the Department of Special Education, including APA format. Further, this course will help to prepare graduate students to complete the qualifying examination necessary for advancement to candidacy for the M.Ed. degree.

Course Module Objectives:

The following objectives will be met over the different course modules:

- Identify and access writing resources at the University of Utah to improve skills as needed
- Identify and access research resources at the University of Utah to aid in completing research assignments
- Conduct effective electronic searches for books, journals, articles and other works available through University of Utah libraries, including various databases and online resources
- Become familiar with the APA Publication Manual
- Identify the benefits of using APA style guidelines
- Demonstrate the development of an effect outline to organize written assignments
- Identify forms of plagiarism
- Describe and demonstrate ways to avoid plagiarism, including the use of paraphrasing, quoting, and acknowledging sources in the text with citations
- Practice formatting a document in preparation for writing following APA Publication guidelines
- Develop a working understanding of the most common problems encountered in written assignments, to include proper development and use of a title page, headings, reference lists, and citations following APA Publication guidelines
- Gain experience in writing parts of a research paper: introduction, body, and conclusion
- Evaluate written work with a checklist of criteria on writing style and written content
- Identify requirements for the qualifying exam and assessment procedures (graduate students)
- Successfully incorporate outlining, basic paper structure, editing skills, and APA Publication Manual guidelines in examination preparation and practice
- Utilize various examination preparation strategies

Course Requirements:

1. **Online quizzes (three (3) at 20 points each):** Students are expected to complete three online quizzes that focus on the APA Publication Manual, Plagiarism, and References. More information about the quizzes will be provided on Canvas.
2. **Online assignments (ten (10) at 10 points each):** Students will be expected to complete nine online assignments covering a variety of information for the course. **Note: Assignments 7, 8, 9 and 10 must be completed to receive a passing grade for the course.** More information about the specific assignments as well as due dates will be provided in Canvas.
3. **Online practice activities (three (3) at 10 points each):** Students are expected to complete three online practice activities in the areas of paraphrasing, formatting, and headings. More information about these practice activities will be provided in Canvas.
4. **Individual conference (20 points):** Students are expected to complete a face-to-face or virtual conference with the instructor to discuss their writing and assignments related to the course. More information about the individual conference will be provided in Canvas.

Grading for SPED 5054/6054	
Online quizzes	60 points
Online assignments	100 points
Online practice activities	30 points
Individual conference	<u>20 points</u>
Total	210 points

Grades:

Grades will be assigned based on the percentage of points earned by the student based on the following distribution:

A= 94-100%	B+=87-89%	C+=77-79%	D+=67-69%	E=under 59%
A-=90-93%	B=84-86%	C=74-76%	D=64-66%	
	B-=80-83%	C-=70-73%	D-=60-63%	

SPED 6054 Students

Information about the qualifying exam can be found online at <https://specialized.utah.edu/manuals/med-qualifying-exam.pdf>. Please review this information very carefully, and consult with the course instructor or your advisor if you have questions or need more information about the qualifying exam.

Students enrolled in SPED 6054 should be advised that the course instructor will be in contact with Master's committee chairs and advisors regarding student progress and performance in this course. Should significant issues with writing persist, committee chairs and advisors will be informed.

Students enrolled in SPED 6054 must also be aware that the papers written for this course **CANNOT** be used to fulfill the requirements for their Qualifying Exam.

Policy on Late Work

Students are expected to submit assignments on the assigned date. If a student is aware of a calendar conflict, he or she must make **PRIOR** arrangements with the instructor. Late submissions without prior arrangements with the instructor will result in a **10% drop in points PER DAY**. **NO ASSIGNMENT WILL BE ACCEPTED**

AFTER SEVEN CALENDAR DAYS FROM ITS DUE DATE, LATE DISCUSSION BOARD POSTS AND PEER RESPONSES WILL BE SUBJECT TO THE 10% DROP IN POINTS PER DAY THEY ARE LATE. There are no extra credit options for this course.

Policy on Misrepresenting Written Work

Misrepresenting someone else's work as your own is a violation of University policy. As per the University of Utah Student Code, *plagiarism* means "the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression." Sanctions for student plagiarism are at the discretion of the course instructor, but may result in a failing grade for the course.

Special Education Policy on Grades for Program Courses

A student receiving a grade of 1) C- or lower, or 2) no credit in any course or practica for his/her program must repeat the course or practicum experience (e.g., student teaching). If the course is a prerequisite to another course or course(s) within the teacher education or graduate sequence, it must be repeated prior to continuing the program sequence. In addition, a student must file a Petition to Recalculate GPA with the Registrar's Office in order to count the higher grade. A student receiving a grade of 1) C- or lower, or 2) no credit in any Department course or practica (e.g., student teaching) taken for a second time will be terminated from the program as per established Departmental procedure. A student not admitted to the major in the Department of Special Education receiving a grade of 1) C- or lower or 2) no credit in any Department course or practica taken for a second time will not be admitted to the program as per established Departmental procedure.

Participation and Student Conduct

Students are expected to participate in the online environment as required by the course. To maintain an atmosphere of mutual respect, students are asked to use appropriate, professional language in all online postings and adhere to the University of Utah code for student conduct. As described in the code of conduct, "These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship."

Accommodations for Students with Disabilities

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations.

Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

SPED 5054/6054-090 Course Calendar (Subject to Change)

Module	Topics Covered	Assignments
Module 1: Resources for writing and conducting research at the University of Utah	<ul style="list-style-type: none"> Identify and access writing resources at the University of Utah to improve skills as needed Identify and access research resources at the University of Utah to aid in completing research assignments Conduct effective electronic searches for books, journals, articles and other works available through University of Utah libraries, including various databases and online resources 	Assignment #1: Electronic Database Search (Due 1/15) Assignment #2: Topic Selection and Initial Search (Due 1/18)
Module 2: Publication Manual of the American Psychological Association	<ul style="list-style-type: none"> Become familiar with the APA Publication Manual Identify the benefits of using APA style guidelines Demonstrate the development of an effect outline to organize written assignments 	Assignment #3: Applying tabs to the APA Manual (Due 1/22) Assignment #4: Outline (Due 1/25) Quiz #1 (Due 1/29)
Module 3: Citing other writer's work	<ul style="list-style-type: none"> Identify forms of plagiarism Describe and demonstrate ways to avoid plagiarism, including the use of paraphrasing, quoting, and acknowledging sources in the text with citations 	Paraphrasing Practice Activity (Due 2/5) Quiz #2 (Due 2/8)
Module 4: Structure and formatting	<ul style="list-style-type: none"> Practice formatting a document in preparation for writing following APA Publication guidelines Develop a working understanding of the most common problems encountered in written assignments, to include proper development and use of a title page, headings, reference lists, and citations following APA Publication guidelines 	Assignment #5: Formatting, Headings and introduction (Due 2/12) Formatting Practice Activity (Due 2/15) Headings Practice Activity (Due 2/19)
Module 5: Getting started	<ul style="list-style-type: none"> Gain experience in writing parts of a research paper: introduction, body, and conclusion Evaluate written work with a checklist of criteria on writing style and written content 	Assignment #6: Using Examples (Due 2/26) Assignment #7: Writing the body (Due 3/1)
Individual Conferences	<ul style="list-style-type: none"> Individual conferences for instructor feedback 	Conferences (Due 3/18-3/29)

Module 6: More writing	<ul style="list-style-type: none"> • Successfully incorporate outlining, basic paper structure, editing skills, and APA Publication Manual guidelines in examination preparation and practice • Utilize various examination preparation strategies • Identify requirements for the qualifying exam and assessment procedures (graduate students) 	Assignment #8: Conclusion/Evaluation Checklist/Revise (Due 4/2)
Module 7: Reference page	<ul style="list-style-type: none"> • Develop an APA formatted reference page • Complete the final written assignment 	<p>Assignment #9: Writing the Reference Page (Due 4/9)</p> <p>Test 3: References (Due 4/12)</p> <p>Assignment #10: Final written assignment (Due 4/16)</p>