Master Syllabus
All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site.
Faculty must review the course syllabus with students on the first day of class.

.

Keiser University
General Education

Course Prefix & Number: ENC 4313

Course Title: Research Writing

Course Format: Face to Face, Hybrid, or Online

Credit Hours: 3.0

Course Schedule:

Prerequisites: ENC 2102

Co-requisites: None

Faculty: Name and credentials:
                                  Phone:
                                  Email:

Office Hours:

Course Description: Presents the process for writing proposals, informal, and
                                  formal reports in various disciplines. Moreover, an
                                  overview of constructing an argument and critical analysis
                                  of writing material will be explored.

Program Goal(s):   To understand and effectively apply the principles of
                                  writing, speaking, listening, critical reading, and analyzing
                                  various works.

Course Objectives/Outcomes:

Upon completion of ENC 4313, the student will be able to:

- Choose an appropriate research topic.
- Select appropriate research material using a library or online database.
- Develop a thesis and outline.
- Actively read and analyze research material.
- Write, revise, and edit rough drafts.
- Create an abstract.
- Construct a properly APA formatted research paper.

Grading and Evaluation Methods:

Assignment	Points	Due Date
Exams or written documents	20	
Assignments (quizzes, writing assignments, homework exercises, discussions, wikis, blogs, final project, presentation)	55	
Final examination, written assignment, or project	20	
Post Test	**5**	
Total Points:	**100**	

Grading Scale:

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook:　　　　　　　Palmquist, M. (2018). *The Bedford Researcher* (6th ed.).
　　　　　　　　　　　　　　　　Bedford/St. Martin ISBN: 9781319058487

Recommended Textbook:　　　　　None

Other Required Course Material: None

Topical Outline/Course Assignments/Calendar:
Include class dates, brief description of content to be covered, learning activities/assignments, and critical dates (i.e. tests and assignment due dates). Faculty are encouraged to test/offer quizzes early and often, to develop a better base for evaluating student progress and learning; students should be prepared for such evaluation exercises.

Course Guidelines and Policies*
Faculty course guidelines must not contradict standard University or Program policies as stated in the University Catalog, Program Student Handbook and/or Program Manual.

Additional guidelines and pre-approved policies may be included, examples appear below. The University Department Chair (UDC) should be consulted prior to making changes in the verbiage or adding additional policies. Any policies included in the syllabus should fit with the "students first" philosophy, and compliment the mission of the University and the program.

Academic Integrity
Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

Participation
Participation is a basic requirement for an effective learning community. Students are expected to attend their virtual classrooms a specified number of times per week. All attendance is monitored. Times are flexible and dictated by students' personal schedules; nonetheless, their presence is required and recorded and counts toward final grades.

Missed Tests/Quizzes
Makeup exams will be allowed only with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. Exam format for makeup exams may be different than the original exam but the content for the exam will not change.

Late Assignments
Assignments are due at the start of class on the day noted. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. Late assignments will not be accepted if the assignment has already been graded and returned to the class.

Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's' opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog and the Student Program Handbook/Manual. The University Catalog is available electronically at http://www.keiseruniversity.edu/catalog/. The Program Student Handbook/Manual is available electronically at the direction of your instructor.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.