

University of Texas at Tyler
Communication Sciences & Disorders Program
COMD 2110 Introduction to APA and Research Writing in Speech Language Pathology
Fall 2021

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Office: 126 HPR
Class Meeting Time: Wednesday 5:40-6:35 PM (Harrington Patriot)

Office Hours: 8:30-9:30 AM Tuesday
8:30-9:30 AM & 12:30-2:30 PM Thursday

In addition to these office hours, I am available by appointment and via email Monday-Friday. I make sure to respond to emails within 24-48 hours. I do not respond to emails after work hours, during weekends or holidays.

Please make sure to download and save a copy of this syllabus and all course materials. Please refer to the syllabus regularly to keep up with assignments.

Please Keep in Mind:

I am here to help and support you in every way that I possibly can. I will be available for you as many times as you need. I will work with you to reach your academic goal and achieve your utmost potential. So, please do not feel that you are inconveniencing me if you write too many emails or ask too many questions. I encourage you to ask questions, no matter how small they may be. It is by your questions and inquiries that I can understand you better and provide you with the help you need.

We will achieve the best learning outcomes when each of us (you as a student and myself as a faculty) does and takes responsibility for his/her part as they should.

Important: I do not give extra credit work in this course or in any of my courses. I provide all my students with every possible tool that, if used as directed, will lead to success in this course. Your chance to do well is the chance you have now. This syllabus is our contract. You should download/print it and refer to it regularly to keep up with assignments. At the end of the course, please do not try to negotiate your grade with me. I do not give you grades: the grade YOU EARN is the grade you get.

COURSE DESCRIPTION

This course is designed to introduce students of communication sciences and disorders to the American Psychological Association style for writers of research. Students will learn about the foundations and phases of research writing from the point of selecting a research topic to the point of editing and submitting the research paper. These are critical skills that they will apply in every course in the major.

Course Goals and Purposes

Upon completion of this course students will:

1. Describe the importance of APA style for research in speech-language pathology
2. Analyze the process of identifying a research topic, generating a title, and potential sources
3. Explain the process of writing an abstract and a research paper outline
4. Explain the process of developing subtitles and determining the appropriate placement of these subtitles in research papers

5. Analyze the process of text summarizing and paraphrasing and implementing this process in writing assignments
6. Implement the process of research writing by developing a research paper on a topic of their choice
7. Apply APA in-text citation of various types of sources
8. Develop reference lists according to APA style

Text (Required):

American Psychological Association (2020). Publication Manual of the American Psychological Association, 7th Edition, American Psychological Association.

The textbook is essential for completing course requirements. You are expected to come to have access to the textbook prior to the first class. Absolutely no excuses will be given due to a “late textbook arrival, etc.” It does not matter what format you have it in (online, hardcopy, etc.). What matters is that you use the 7th edition, and that you access the material in this specific edition. No older editions of this text will be accepted.

Teaching Method:

Students are required to study all assigned materials BEFORE arriving to class. While studying, you should keep a notebook by your side. In this notebook write down any questions that may come up and list specific concepts and/or areas that are hard for you to understand. Class time will be used for discussion and hands-on activities, explaining complex concepts, and expanding on specific areas of the content. To benefit from this teaching method, you must come to class well prepared. Class attendance is mandatory and participation in class activities and discussion is a requirement. You will be called upon by name to answer questions.

During class be prepared to answer questions, as I will ask questions to every student in the class. Inability to answer questions will be counted as lack of class participation. In order for a student to earn participation points, s/he MUST come well prepared and ready to answer questions.

Course Policies:

Note: *It is essential that you read this syllabus thoroughly and refer to it REGULARLY. Not doing so could cause you to miss some very important deadlines. Students are expected to show responsibility and to thoroughly follow all course guidelines outlined in this syllabus.*

Course Assignments:

Very important

- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.*
- **Absolutely NO** emailed assignments. Assignments must be submitted on CANVAS, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).
- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>. Also, there on CANVAS (course menu) you will find a folder titled “APA Resources.” In this folder you will find a videotaped lecture explaining step by step how to use APA. Following these steps will help you avoid losing points.

Late Assignment and Rewrite Policy: This course involves a series of assignments that need be submitted on time in order to get maximum credit. *If a student does not submit an assignment by the deadline, s/he will have 6 days*

to submit it; however, 21% will be taken off due to missing the deadline. Assignments that are more than 6 days overdue will NOT be accepted for credit. The same policy goes for submitting the wrong assignment. If the submitted assignment does not meet the criteria, the student will be given the option to re-write it, but 21% will be taken off. The rewrite must be submitted within 6 days. Note: in this course (and other courses I teach) there is no work for extra credit.

Important: Please do not ask me to edit your work or “look it over” prior to submitting it. You are welcome to seek editing support help from the Writing Center. You are welcome to ask me any specific questions about the assignment, but I do not edit written assignments.

Completing Assignments PRIOR to Class

Students are expected to read ALL assigned materials, view any assigned videos, and complete ALL other assignments before coming to class. The class will focus on (a) expanding your understanding of the content, answer your questions about the material; and explain any concepts that you may need more help with. You are responsible for the information in the class presentations and discussions, chapter summaries, articles, any videotaped lectures, You Tube videos, articles, material discussed in class, cases, etc. All of these are content for quizzes and exams. The professor reserves the right to assign additional reading materials or new research upon his discretion.

Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder. If the folder is not visible or accessible for any reason, please inform me and I will look into it immediately.

All assignments must be submitted online and are expected by the due dates, unless a student has an EXTENDED emergency (including hospitalization, death in the family, court duty, accident). In that case, the student MUST present written evidence. A student wishing to submit an assignment after the deadline can do so within 6 days; however, that assignment will lose 21%. For example, if the late assignment is worth 100 points, the maximum grade possible will be 79/100. Any points lost due to mistakes will be taken off the 79%. The best way to avoid this scenario is to be proactive, plan ahead and NOT wait until the last minute to submit assignments. In addition to the possible negative impact on the grade, procrastination cause the procrastinator a great deal of stress.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste. If you do, this will change your format and may make your entire assignment unreadable. Also, before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

Description of Assignments

Consistent with the purpose of this course, all assignments are meant to practical applications of APA Style. There is ONE major research project that consists of a series of activities that are spaced out throughout the course. This project is to write a literature review on a topic chosen individually by students. There are TWO main parts for this project:

- A) A proposal that consists of the title page, abstract, and outline.
- B) The actual review, which will consist of 5 sections including: Introduction, Methods, Results, Discussion, & References.

Examples of a complete literature review is available on Canvas. Detailed guidelines and grading rubrics for various parts of this research project will be available online well before assignment due dates.

Each student will decide a topic for a research paper and develop a specific title. The title of a paper must serve as a very condensed summary of the content of the paper. Papers must be specifically selected and written for the purposes of this course: they cannot be from previous papers or previous semesters. Submitting abstracts or whole papers from previous semesters or other courses will be considered an act of academic dishonesty and will incur disciplinary action.

To give students opportunities to develop critical analysis skills and apply course concepts, each part of the project will be submitted in TWO places: the Discussion Board, and the Assignment Folder. The first draft of each part is submitted on the Discussion Board and the student reads and critiques the work of 1 colleague. Students need to provide MEANINGFUL feedback to enhance the work and identify errors and solutions. The editing must reveal any errors in APA formatting, writing mechanics, ideas, etc. Students will then implement their colleagues' feedback and produce the final draft of each section. Then, they post the final draft in the Assignment folder dedicated to that section.

It is CRITICAL that you submit the CORRECT draft of your work in the Assignment folder. Wrong drafts/documents submitted will receive zero credit. A student who submits the wrong draft/file in the Assignment folder and requests to replace it by the correct draft will be given 1 chance to do so. However, the assignment will lose 10 points.

Research Paper Outline (50 points)

Once students complete the abstract assignment, they will develop the research paper outline according to one of the 2 APA methods for developing outlines. The outlines must have the title of the paper. They must follow the appropriate numerical system for listing subtitles. The subtitles must be a condensed summary of the content to be included under them.

Once students complete this assignment, they will submit it to the Discussion Board AND edit the submission of at least 1 colleague. The editing must reveal any errors in formatting, reference list, etc. and must reveal anything that is not following APA formatting. Students will read the editing feedback they receive from their colleagues and implement it within 2-3 days. Lastly, they will submit the final draft in the designated Assignment folder by the due date.

The paper should be 3,600 to 4,500 words (NOT including the abstract or reference list). The paper must be paginated appropriately according to APA style. Papers less than 3,600 words or exceeding 4,500 words will not be accepted. The paper must consist of:

- A cover page (with the paper title centered on top of the page)
- An abstract page
- The body of paper itself. Here you MUST AGAIN center the title of the paper on top of the page.
- The paper must be written in paragraphs. A paragraph should focus on a SMALL idea and should range from 4-12 sentences. Paragraphs can exceed 12 sentences but CANNOT be shorter than 3 sentences. Lengthy blocks of writing that are not divided into paragraphs will receive a grade of zero.
- Reference list. This will ONLY include the references that you actually cite in your paper.

The paper must be in APA style. It must be double-spaced, and in a 12 Times New Roman font. It should include 1 title page, an abstract page, the body of the paper itself with the title centered on the top of the first content page, and a page for references. Ask me what the first content page is. Here is the link to APA style formatting: <https://owl.english.purdue.edu/owl/section/2/10/>

Following and implementing the guidelines and grading rubric is your best guarantee for earning the highest grade for this assignment.

Resources:

For your literature review, you must include a variety of sources, including books, articles (and other sources, as long as you cite them in accordance with APA). ONLY journal articles from scholarly peer-reviewed journals and books are acceptable for this assignment. This is real and serious research, and it must be founded upon sound and solid sources. Students are responsible for identifying and accessing the sources they need. With this said, here are some recommended search tools:

- American Journal Pediatrics
- www.sciencedirect.com (accessible for free from campus and from your Maxwell Library portal at home).
- Medline (National Library of Medicine)
- American Journal Neuroscience
- ASHA journals www.asha.org

General Written Assignment Guidelines

- The writing must be clear and information must be paraphrased in your own words.
- Assignments must have paragraphs. Each paragraph focuses on a single idea. Papers consisting of long blocks of words will lose 10% of the total assignment grade.
- If you take 2 words or more that are attached to each other from a reference, you must use quotation marks and cite the source and page number at the end of what you take. Failure to do so will imply that the wording is your own, which will be an act of **plagiarism**.
- Your paper should be double-spaced, and in a 12, Times New Roman font. This is the standard font for academic research.
- Please refer to Purdue OWL website (<https://owl.english.purdue.edu/owl/resource/560/01/>) for details on how to write in APA style. Also, an example paper in APA style is available at: https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

Grading: *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. Meanwhile, if you earn a fraction of a point, it will be added to your grade.*

Grade Distribution and Grading Key

<i>Final Grade Itemization</i>		<i>Grading Scale</i>	
Research Proposal	130	A	100-90%
Title, Abstract & Chart	130	B	89.99-80%
Intro & Methods Sections	140	C	79.99-70%
Results Section	130	D	69.99-60%
Discussion Section	140	F	<60%
Reference List	70		
Entire Paper	100		
Classroom & DB Activities	120		
Total	1000		

TENTATIVE

CLASS SCHEDULE & ASSIGNMENT DUE DATES

Note: *All assignments are due on the day classes are held (i.e., Wednesday) by 11:59 PM*

Week	Topic	Text Reading	Assignment Due Dates
Week 1 9/01	Course Overview Types and Principles of Scholarly Writing	Syllabus Ch 1	Make sure to read the syllabus and assigned chapter
Week 2 9/08	Identifying your writing topic; Paper Elements and Formats	Ch 2	<u>Due by 11:59 pm</u> Paper Proposal
Week 3 9/15	Paper Elements and Formats	Ch 2	<u>Due by 11:59 pm on Discussion Board</u> <u>First Draft</u> of Title Page; Abstract & Lit Review Organizational Chart
Week 4 9/22	Writing Style and Grammar	Ch 4	Due by 11:59 pm <u>Final Draft</u> of Title Page; Abstract & Lit Review Organizational Chart
Week 5 9/29	Writing Style and Grammar	Ch 4	<u>Due by 11:59 pm on Discussion Board</u> <u>First Draft</u> of Introduction Section & Methods Section
Week 6 10/06	Mechanics of Style	Ch 6	<u>Due by 11:59 pm</u> <u>Final Draft</u> of Introduction Section & Methods Section
Week 7 10/13	Works Credited in the Text	Ch 8	Due by 11:59 pm <u>on Discussion Board</u> <u>First Draft</u> of Results Section
Week 8 10/20	Works Credited in the Text	Ch 8	Due by 11:59 pm <u>Final</u> Draft of Results Section
Week 9 10/27	Reference List	Ch 9 & 10	Due by 11:59 pm <u>on Discussion Board</u> <u>First Draft</u> of Discussion section
Week 10 11/03	Reference List	Ch 9 & 10	Due by 11:59 pm Final Draft of Discussion section
Week 11 11/10	Tables and Figures	Ch 7	Due by 11:59 pm <u>Discussion Board</u> First Draft of Reference List
Week 12 11/17	Bias Free Language Due ASHA Convention, class will be ONLINE	Ch 5	Due by 11:59 PM -Submit Summary of Ch 5 -Final Draft of Reference List
Week 13 11/24	Thanksgiving Holiday No Classes		
Week 14 12/01	Journal Article Reporting Standards	Ch 71	Due by 11:59 pm Entire Literature Review Paper Due in Assignment Folder
Week 15 12/07	FINAL EXAM		<u>Due by 11:59 PM ONLINE</u> -Open-Book Exam

UNIVERSITY POLICIES

A. **UT Tyler Honor Code:** 1. Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

B. **Campus Carry:** 1. We respect the right and privacy of students 21 and over who are duly licensed to carry

concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

C. UT Tyler a Tobacco-Free University: 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

D. Academic Honesty Policy: Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a “0” for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker’s or writer’s indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. Student Standards of Academic Conduct 1. Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

a. “Cheating” includes, but is not limited to:

- i copying from another student’s test paper;
- ii using, during a test, materials not authorized by the person giving the test;
- iii failure to comply with instructions given by the person administering the test;
- iv possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- vi collaborating with or seeking aid from another student during a test or other assignment without authority;
- vii discussing the contents of an examination with another student who will take the examination; viii divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- x paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii taking, keeping, misplacing, or damaging the property of the University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- xiii misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an

academic or financial benefit or injuring another student academically or financially.

- b. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- c. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. d. All written work that is submitted will be subject to review by plagiarism software.

Additional Examples of academic dishonesty and plagiarism:

-Copying part or all of a colleague’s assignment and submitting it as if it were your own work. In this situation both students will be penalized.

-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.

-Copying, printing or sharing online quizzes

-Submitting assignments that were previously used for another course.

-Sharing information about exams and/or quizzes with other students

These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action.

Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.

2. The U-T Tyler Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.
Location: BUS 202. Appointments: 903-565-5995.

3. Disability/Accessibility Services:

a. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

b. **The Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

4. Grade Replacement/Forgiveness and Census Date Policies:

a. Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

b. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- i Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- ii Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- iii Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- iv Being reinstated or re-enrolled in classes after being dropped for non-payment v Completing the process for tuition exemptions or waivers through Financial Aid

5. State-Mandated Course Drop Policy: a. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). b. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

6. **Student Absence due to Religious Observance:** a. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

7. **Student Absence for University-Sponsored Events and Activities:** If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

8. **Social Security and FERPA Statement:** It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

10. **Emergency Exits and Evacuation:** a. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

F. UT Tyler Resources for Students:

1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. The Mathematics Learning Center, RBN 4021 (This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses).
4. UT Tyler Counseling Center (903.566.7254)

1. Demonstrates professional demeanor and a passion for their chosen profession.
2. Receptive to constructive feedback and reflects on his/her work, behavior, and/or practice.
3. Exhibits personal integrity and professional conduct with all members of the learning community