

**ENG 324 (3 credits)**
**SPRING 2021, ONLINE/ASYNCHRONOUS**
**Instructor:** Ann Kendall

**Office Hours:** Thursdays (and some Saturdays) via Zoom, 4 pm – 6 pm

**Email:** xxx

**Office:** Online

**Cell:** xxx

**Course Description**

This course develops students' ability to write persuasively in the forms and genres critical to the sciences. Covers a range of writing tasks such as process analysis, proposal, integrative review, etc. using APA documentation format. Includes examination of texts written in various formats for the sciences. Offered TBA. Prerequisite(s): ENG 102.

**Learner Outcomes, Heritage Outcomes, Performance Indicators, and Assessment Methods/Codes**

LEARNER OUTCOMES/WAC'S (KNOWLEDGE & SKILLS)	PERFORMANCE INDICATORS (EVIDENCE) (Products and Performance—Higher levels of Bloom's Taxonomy)	ASSESSMENT METHODS/ CODES*	PRO-CERT CRITERIA**	HU GOALS#
Develop research and documentation skills	Develop PRISMA Flowchart and Review Matrix using Heritage Online Library resources and demonstrating mastery of APA Style	SR, PCW, P	2b, 2c	2a, 2b, 2d
Demonstrate analytic writing and communication skills	Prepare and critique the quality of proposals, journal articles, and integrative reviews.	SR, PCW, P, A	1e, 1g. 3a, 3b,	2c, 3b, 3d, 4c
Analyze professional communication documents	Apply analytical scoring guides to written assignments prior to submission.	PCW, P, OC, A	1b,	2b
Demonstrate use of technology to communicate in a professional setting	Prepare, present, and critique professional written materials using technology, including MyHeritage, online databases, and video presentation.	PCW, P, OC, A	1f, 2c	2c, 3d

**\*Student Learning Outcomes (GUCRs)**

1. Knowledge of the Physical World and of Human Cultures
2. Intellectual and Practical Skills
3. Personal and Social Responsibility
4. Integrative and Applied Learning

**\*\*Assessment Methods/Codes**

- Selected Response (constructed tests):
- Essay—written
- Performance (skills, products, and presentations)
- Oral communication (interviews, conferences, oral examinations, formative questioning)
- Self-reflection

Code = SR  
 Code = E  
 Code = P  
 Code = PC  
 Code =SRF



- Recalling relevant knowledge from long term memory

- Making sense of what you have learned.

- Use the knowledge gained in new ways.

- Breaking the concept into parts and understanding how each part is related to another

- Making judgements based on a set of guidelines.

- Putting information together in an innovative way.

## Texts, Materials, and Technology

### Text(s):

Required: *Health Sciences Literature Review Made Easy: The Matrix Method*, 5<sup>th</sup> ed. by Garrard, Judith.  
ISBN: [9781284115192](#)

Required: American Psychological Society *Publication Manual* 7<sup>th</sup> edition via internet

Required: **Check Heritage email every 24 hours.**

### Supplements:

**Technology:** MyHeritage, Microsoft 365, internet connection.

## Assignments and Grading

Weekly forum participation and quizzes	50
APA References list	5
Abstract of a Research Paper	5
Review Matrix	10
Formal Integrative Review	20
Presentation	10
<b>Total</b>	<b>100</b>

### Grading Scale

<b>Grading Scale</b>	<b>C+ 77 to 79.99%</b>
<b>A+ 97 to 100%</b>	<b>C 74 to 76.99%</b>
<b>A 94% to 96.99%</b>	<b>C- 70 to 73.99%</b>
<b>A- 90 to 93.99%</b>	<b>D+ 67 to 69.99%</b>
<b>B+ 87 to 89.99%</b>	<b>D 64 to 66.99%</b>
<b>B 84 to 86.99%</b>	<b>D- 60 to 63.99%</b>
<b>B- 80 to 83.99%</b>	<b>F 0 to 59.99%</b>

### Forums:

Each week you'll have a set of 3-5 forums (a, b, c, etc.) to answer over the assigned readings. Clicking Add A Post, write a thoughtful response for each forum (a, b, c, d, e, etc.) by Thursday that demonstrates you have read and understood the material. (Posting late is like walking into a classroom an hour after class has finished; there is no one there in the room to hear what you say.) Then clicking Reply, write a well-thought-out reply to at least two students per forum by Sunday. If someone has already adequately answered one question, either choose a different question or say something new to expand on the idea. Since each response includes the day and time you posted, it's easy to see who posted first—so avoid repetition. To earn full forum points you must add to the interest or further the discussion.

\*Click on User List under Forums to keep track of the number of your posts and replies; you should always have at least twice as many replies as posts.

\*Cite all internet sources in your forums: Your forum responses are designed to show what YOU have gained from your readings, and your own words and thoughts should always be the main part of your forum responses. However, you are encouraged to expand on your initial thoughts/responses by using professional-level internet websites; whenever you use information from the internet in your forums, you must apply all the rules for documenting sources according to APA: 1) use quote marks for any three words in a row or more plus the parenthetical citation with full Reference note; 2) cite all paraphrased ideas from your source with parenthetical citation with full Reference note or url from the website.

**Quizzes (under Coursework in menu):**

Quiz deadlines (see Coursework in your menu and scroll down) are also every Sunday night, midnight.

**Integrative Review:**

You'll complete this project in 6 graded parts or stages: 1) Proposal of your topic 2) APA References list 3) Journal Article Review of one of your sources 4) Review Matrix for your topic 5) Final draft of Integrative Review 6) video presentation.

### Course Guidelines and Expectations

This course focuses on preparation for your future as a graduate student in Nursing and as a career professional. You will learn and practice how to search, read, apply, and write the “Review of Literature” or “Integrative Review” in the Nursing field. According to Garrard in your textbook (2017, p. 30-31):

. . . a review of the literature consists of a structured process for defining the research question, selecting, reading, organizing, analyzing, and writing a narrative synthesis of previous research on a topic of interest to the beginning graduate or professional student in the health sciences. . . . A review of the literature is [also] the initial step for the student’s proposal for an independent scientific study, usually in the form of a Master’s project or doctoral dissertation.

### Course Schedule

Week 1	Course introduction: MyHeritage, syllabus. Forum responses due every Thursday; replies to other students due every Sunday. Weekly Quiz due every Sunday night.
Week 2	Read Ch.1 Introduction
Week 3	Review examples of Integrative Reviews
Week 4	Read Ch. 2 Basic Concepts; review scientific paper as part of Integrative Review
Week 5	Review more scientific papers as part of Integrative Review
Week 6	The Matrix Method. Topic Choice. Read Ch. 3 Paper Trail Folder: How to Plan and Manage a Search of the Literature
Week 7	Library/database search Read Ch. 4 Documents Folder: How to Select and Organize Documents for Review

Week 8	APA References List due
Week 9	Read Ch. 5 Review Matrix Folder: How to Abstract the Research Literature Abstracting a paper; Example
Week 10	Read Ch. 6 Synthesis Folder: How to Use a Review Matrix to Write a Synthesis Your topic's Review Matrix
Week 11	The Review Matrix continued
Week 12	The Integrative Review (Synthesis) DUE
Week 13	Presentation videos
Week 14	Presentation videos
Week 15	Presentation videos. Course evaluations.

## Attendance

Regular attendance and participation in classes is expected and considered essential for successful academic work. Weekly online assignments are due on Thursday and Sunday to confirm attendance. If you must miss any deadline, communication is essential. Contact me in advance to make arrangements, or as soon as possible for emergencies, and take responsibility for the class work missed.

However, if I do not hear from you, the *Heritage University Catalog* attendance policy states “a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions [one weekly online assignment deadline] and does not contact the instructor.” Prior to any such action, I will submit a Faculty Advocacy request asking Student Affairs to contact you. Your success in this class is my primary goal.

Regular attendance and participation in classes is expected and considered essential for successful academic work. Attendance will be documented every class and/or discussion period for face-to-face and synchronous online courses. For asynchronous online courses, weekly online assignments are due on assigned days and times to confirm attendance. Late assignments are like missing class. If an unavoidable absence occurs, communicate as soon as possible. Contact me in advance to make arrangements, or as soon as possible for emergencies, and take responsibility for the class work missed.

Remember that Heritage University Student Affairs is ready to help solve problems that interfere with attending class. Email them at [studentaffairs@heritage.edu](mailto:studentaffairs@heritage.edu). However, if I do not hear from you, the *Heritage University Catalog* attendance policy states “a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions and does not contact the instructor.” Prior to any such action, I will submit a Faculty Advocacy request asking Student Affairs to contact you. Your success in this class is my primary goal, and I look forward to seeing you at every class session.

### **Reasonable Accommodation for Religious Holidays**

Consistent with Heritage University's mission and values and pursuant to RCW [28B.137.010](#) as amended, and Substitute Senate Bill 5166, HU allows student reasonable absences for reasons of faith or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The student requesting an excused absence for reasons of faith must submit the Request for Absence for Reasons of Faith Form to their instructor(s) at least two (2) weeks prior to the beginning of the semester in which the absence is anticipated to occur. The form is located on the Student Forms page under the Students tab in MyHeritage. Full policy and procedures are located in the current catalog under Academic Policies, Attendance.

## **Support and Resources**

### **Tutoring at the Academic Skills Center**

The Academic Skills Center (ASC) at Heritage University is committed to academic excellence and provides services that are accessible to all students. We strive to provide safe and welcoming spaces, both physical and virtual, where students can access study resources and tools to support their learning. Tutoring, both online and face-to-face, is provided for all major subjects including mathematics, science, writing, history, social science, and critical thinking. Note: Spring 2021 Services are online only.

The ASC is located in the Kathleen Ross Building. **Once we can return to campus:** There, students can find a study space to work, study in small groups with tutor support, receive one-on-one tutoring, and use computers. These services are available by drop-in or appointment. In addition to working with HU tutors, the ASC also provides access to an additional service that connects students with professional tutors 24 hours a day/7days per week through a service called Smarthinking.

To view our schedule, make an appointment, drop-in for tutoring with an HU tutor, or to access Smarthinking visit the ASC page at

[https://myheritage.heritage.edu/ICS/Student\\_Services/Academic\\_Skills\\_Center/](https://myheritage.heritage.edu/ICS/Student_Services/Academic_Skills_Center/).

To learn more about any of these services, call the ASC at (509) 865-8517 or email us [ASC@heritage.edu](mailto:ASC@heritage.edu).

### **Donald K. North Library**

**Campus Access Form is required for in-person visits to the Library:** <https://myheritage.heritage.edu/ICS/>

The Donald K. North Library provides students, staff, and faculty access to scholarly research resources. Students can access approximately 100 databases to search articles from scholarly/academic journals, magazines, newspapers, ebooks, and more. The Library is divided into three zones. One for talk, another for quiet conversation, and the third for silent study. Two study rooms are available for students to reserve. In addition, laptops and tablets, are also available to check-out.

The librarians are here to assist you! <http://libguides.heritage.edu/friendly.php?s=librarystart>

The librarians can help you locate, select, evaluate, and cite appropriate sources for your research and assignments. For research and general assistance, feel free to stop by. You may also contact a reference librarian by phone at (509) 865-8520, email ([Library@heritage.edu](mailto:Library@heritage.edu)), or online chat. Students outside of the area may also schedule a video conference with a librarian. The Library is open Monday-Thursday from 8 a.m. – 8 p.m. and Fridays 8 a.m. – 5 p.m. and is located in the Kathleen Ross, snjm Center. Hours may be adjusted around mid-term and final exam weeks. To access the online research databases from an off-campus location, you will be prompted to log-in with your MyHeritage account.

Delete this statement if course is not OCICU online

**OCICU Appeals Process**

OCICU students who wish to appeal an instructor's or facilitator's decision or request assistance with academic issues (such as requesting an incomplete or an extension) should contact Dr. Loren Schmidt ([schmidt\\_l@heritage.edu](mailto:schmidt_l@heritage.edu)) AND HU's OCICU Liaison, SaraBecca Martin ([martin\\_s@heritage.edu](mailto:martin_s@heritage.edu))

### **Credit Hour Requirements**

Federal regulations require that all courses follow the Heritage University definition of a credit hour as described in HU Policy. For the current policy, see the catalog:  
[http://catalog.heritage.edu/content.php?catoid=12&navoid=867#credit\\_hour\\_semester\\_definitions](http://catalog.heritage.edu/content.php?catoid=12&navoid=867#credit_hour_semester_definitions)

## **Academic Honesty**

Heritage University students have the responsibility to adhere to academic honesty in all their educational endeavors. Faculty has the responsibility to model academic honesty and to prevent, detect, and confront students who violate it.

Academic dishonesty is serious and will carry appropriate sanctions ranging from a written record of the violation being placed in the student's file, to course failure, and even to suspension or dismissal from the university. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and all behavior inconsistent with academic integrity and honesty. See  
[http://catalog.heritage.edu/content.php?catoid=12&navoid=867#academic\\_honesty\\_policy](http://catalog.heritage.edu/content.php?catoid=12&navoid=867#academic_honesty_policy)

## **Campus Security & Safety**

In an emergency, call 911. If you need campus security assistance, please call 509-865-8555 or ext. 8555 from any campus landline or email: [CampusSecurity@heritage.edu](mailto:CampusSecurity@heritage.edu). For a list of Campus Security services and Crisis Response Steps, please go to this link: <http://www.heritage.edu/safety-security/> or reference the posted Campus Safety Boards located in each building.

**RAVE Alert:** The University uses Rave Mobile Safety to provide an emergency alert and notification system capable of delivering messages to University staff, faculty, and students' email addresses and cell phone numbers. These messages include campus emergencies, inclement weather, and closures as they pertain to the entire campus community. Register by logging into <http://www.heritage.edu/safety-security/emergency-action-plan/rave-alert/>.

### **Tri-Cities CBC Campus Security Information and Emergency Safety Plan.**

You will need to register for a separate Emergency Notification System to receive notices pertaining to the CBC campus in Pasco. The process is completed through the CBC website at <http://columbiabasin.edu/ens>. You will choose the option of "Not a CBC student or employee". The password is "CBCENS".

## **Accommodations**

Americans with Disabilities Act of 1990 (ADA Policy): The current law of the Americans with Disabilities Act of 1990, states that "a disability can be a physical or mental impairment that substantially limits one or more major life activities of an individual. The ADA law prohibits discrimination and ensures that individuals with disabilities have the same opportunities to participate in the mainstream of American life – to enjoy employment, education, to purchase goods, to participate in State and local government programs and services." As an institution of higher education, Heritage University is committed to providing reasonable accommodations for students with documented disabilities.

If you believe you have a disability which may warrant an accommodation, the first step is to contact the Office of Ability Services to schedule an appointment.

**Contact Information:**

Yovanna Cook, MSW. Mental & Social Health Counselor / ADA Specialist

Office: 509-865-8544, Cellphone: 760-208-8825

Fax: 509-865-8693

E-mail [OfficeofAbilityServices@heritage.edu](mailto:OfficeofAbilityServices@heritage.edu)

Violet Lumley Rau Building, Office #1714

For more information about student ability services on campus, please click on the hyperlink below:

<http://www.heritage.edu/Current-Students/Office-of-Ability-Services>

**Updated 01/05/2021**