

ED 600.91.3 Syllabus (FM07)

by Mary Pat Sjostrom

Introduction to the Graduate Education Program

INSTRUCTOR

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OFFICE HOURS

Brogan Education Building ED 118

Tuesdays and Thursdays 4:30 - 5:30

Mondays 1:00 - 3:00

Other hours on campus or online (real time chat) by appointment - please email!

TIME and LOCATION

Online

TEXT

Szuchman, L. T. (2008). *Writing with style: APA style made easy* (4th ed.). Belmont, CA: Thomson Wadsworth. ISBN 0-495-09972-4.

Concise rules of APA style: The official pocket style guide from the American Psychological Association. (2005). Washington, DC: American Psychological Association. ISBN 1-59147-252-0. [Equivalent text: *Publication manual of the American Psychological Association.* (5th ed.) (2001). Washington, DC: American Psychological Association. ISBN 1-55798-791-2.]

Microsoft Office Tutorial Available online at <http://www.pitt.edu/~edindex/OfficeindexXP2.html>

LIVETEXT

Submission of Signature Assignments and other assignments as identified by instructor require a *LiveText* account. Login to *LiveText* at www.livetext.com

CATALOG DESCRIPTION

This one semester hour course prepares candidates for success in the Master of Education program at Chaminade. Content includes an overview of the M.Ed. core courses, emphasis courses, and culminating experience. Candidates will be exposed to reading and writing at the graduate level and to a number of information-based and technological tools to facilitate the graduate learning process. By the end of this course, candidates should have a thorough grasp of

the criteria necessary to formulate a blueprint for their graduate experience.

MAJOR COURSE TOPICS

1. Requirements of the Graduate Program
 - a. Graduate Catalog
 - b. Education Division Requirements
 - c. Culminating Experience (ED 684)
 - d. Resources for the Graduate Program
 - i. LiveText
 - ii. Sullivan Library
 - iii. WebCT
 - iv. Computer Help Desk
 - v. C-TRAC
 - vi. Education Division personnel
2. Writing at the Graduate Level
3. Technology Basics
 - a. Communication (email, attachments, naming and saving documents)
 - b. *Microsoft Word*
 - c. *Microsoft Powerpoint*

PROGRAM OUTCOMES

HI-CHAM-MAS-ED-PO.5 SCHOLARSHIP: is able to compose academic prose for a variety of audiences including peers, professors, and the larger scholarly and professional community

STUDENT LEARNING OUTCOMES (SLO)

Student Learning Outcomes (SLO)	How will each outcome be achieved? (e.g., Assignments, reading, lecture, fieldwork, etc.)
Understand the requirements and desired outcomes of the M.Ed. program.	Reading, searching online catalog and handbook.
Identify information-based and technology tools to facilitate the graduate learning process.	Lecture, tutorials.
Produce professionally written papers using APA style.	Reading and completing assignments from text.
Use technology tools effectively.	Reading, tutorials, document creation.
Use presentation tools effectively.	Tutorials, document creation.

ACADEMIC REQUIREMENTS

Signature Assignment:

Write a plan to guide your graduate experience. Create a presentation to share this plan with the class.

Other Assignments:

- LiveText Webpage
- LiveText page of resources, contact information
- Exercises from *Writing with Style*
- Exercises from Word and Powerpoint tutorials
- Participation in class discussions

Grading Scale: Pass/Fail

UNIVERSITY POLICIES

Plagiarism

Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment of the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgment of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgment.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Class Meetings and Attendance

This is a one-semester hour class, which would usually meet one night a week for approximately 1 1/2 hours. At the discretion of the instructor, the class may meet for 3 hours five times during the semester. In addition, outside assignments may be expected to require two hours for every hour of class time.

Online classes will have time for online discussion as well as other assignments equivalent to the time required for an on campus class. However, it must be recognized that online classes may take more time than traditional classes, depending on the speed of the technology used, the expertise of the user, and other factors.

Incomplete - An incomplete (I) may be given to a student who did not complete a portion of the work or final examination due to circumstances beyond the student's control. The incomplete contract must be signed by the student and the instructor. The work must be completed in 90 days or the incomplete will revert to the grade that the student would have earned. This grade and the date the work is due will be specified on the incomplete contract.

WEEKLY SCHEDULE

Week	Date	Major Topic	Required Reading/Viewing	Assignments Due
1	Oct. 1-7	Introductions	Syllabus LiveText tutorials http://acad.chaminade.edu/dept/education/LiveText/LiveText.html	Register for LiveText. Discussion

				topic: Introduce yourself to the class. Writing sample.
2	Oct. 8-14	Graduate Program Requirements and Resources	<p>Become familiar with the Graduate Catalog, the Student Handbook, and the Graduate Education Catalog.</p> <p>View Powerpoints for Sullivan Library resources and C-TRAC</p> <p><i>Writing with Style Chapter 1</i></p>	<p>Create a LiveText webpage.</p> <p>Scavenger hunt: Program information.</p> <p>Discussion topic: What is your area of emphasis? How does this further your career goals and interests?</p>
3-4	Oct. 15 - 28	<p>Writing at the Graduate Level</p> <p>Technology Tips</p>	<p><i>Writing with Style</i> Chapters 2-3</p> <p>Technology: naming, saving, and attaching documents</p> <p>Word Processing: (Office Tutorial: Chapter 1)</p> <ul style="list-style-type: none"> • Spelling and Grammar Checks • Headers and Footers 	<p>LiveText: Create a page to store important information that will help you in your program, for example, contact information for CUH offices and resources.</p> <p>Discussion topic: How do you resolve technology emergencies, such as temporarily losing access to the internet or running out of printer ink the night before a paper is due?</p>
5-6	Oct. 29 - Nov. 11	Writing at the Graduate Level	<p><i>Writing with Style</i> Chapters 8-10</p> <p>Word Processing: (Office Tutorial: Chapter 2)</p> <ul style="list-style-type: none"> • Indents, hanging indents 	

			<ul style="list-style-type: none">• Formatting paragraphs• Formatting sections	
7-8	Nov. 12 - 25	Presentations	<i>Writing with Style</i> Chapter 11 PowerPoint: Office Tutorial Chapter 9 (Optional Chapter 10)	
9-10	Nov. 26 - Dec. 10	Culminating Project	<i>Writing with Style</i> Appendix	Prepare a PowerPoint presentation sharing what you have learned in ED 600

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