

Course: ED610 N Introduction to Graduate Studies  
Credit: 3 credit hours  
Semester: Spring 2025 (Session 1)  
Days: January 13<sup>th</sup> – March 7<sup>th</sup>  
Instructor: Dr. Mary F. Briggs  
Contact Info: Office phone: 816-425-6181  
Email: [mary.briggs@calvary.edu](mailto:mary.briggs@calvary.edu)

## I. DESCRIPTION:

This course introduces beginning graduate students to the skills necessary to complete graduate level academic research, writing, and presentation assignments. The course covers search strategies, resource evaluation, note taking, scholarly writing, mechanics of style, APA guidelines, presentation options, and associated technological skills.

## II. OBJECTIVES:

A. General competencies to be achieved. The student will:

1. Demonstrate the ability to use search engines to locate relevant scholarly journal articles and books.
  - a. PLO-1, 2, 4
  - b. Assignments: A, B.1
2. Apply APA (7<sup>th</sup> edition) guidelines when completing assignments.
  - a. PLO-1, 2, 4
  - b. Assignments: A, C.1 – C.10
3. Develop graduate level reading and writing skills.
  - a. PLO-1, 2, 4
  - b. Assignments: A, C.2 – C.10
4. Develop a variety of methods for presenting information.
  - a. PLO-1, 2, 4
  - b. Assignments: A, B.2

### III. MATERIALS:

1. The Bible (Please refer to Course Policies.)
2. American Psychological Association (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> edition)  
Hardcover: ISBN-13: 978-1433832154 ISBN-10: 1433832151 \$52.00  
Paperback: ISBN-13: 978-1433832161 ISBN-10: 143383216X \$31.00  
(Please purchase this book since you will need it for future courses.)
3. Williams, V.K. (2016). *I am not a writer. . I am just in graduate school: A guide to writing critically, clearly and coherently*. CreateSpace Independent Publishing Platform. ISBN-10: 1533392919 \$24.00
4. Additional Reading: You will read additional materials (handouts, journal articles, websites, etc.) that may be assigned by the instructor.

#### **Required reading for international students:**

5. Kim, R., Albert. L., & Sihn, H. G. (2014). *Reading, writing, and discussing at the graduate level: A guide for international students*. University Press of America, Inc.  
Paperback: ISBN-13: 978-0761864127 ISBN-10: 9780761864127 \$35.99

### IV. REQUIREMENTS:

- A. **Reading Assignments:** You are expected to read the textbooks and any other articles, handouts, or websites assigned by the professor.
- B. **Activity Assignments**
  1. Locate journal articles and books
- C. **Written Assignments**
  1. Class Video Reports
  2. Basic APA template
  3. Annotated bibliographies
  4. Writing exercises
  5. Grammar exercises
  6. Usage exercises
  7. Read-to-Write project
  8. Quizzes
  9. In-text citations
  10. Presentations
  11. Reference List
  12. Final Exam

## V. METHODS

### A. Teaching and Learning

1. Research
2. Reading
3. Writing
4. Presentation
5. Lecture

### B. Grading

#### 1. Weight given to assignments:

<b>Assignments:</b>	<b>Points:</b>
Journal articles and books	100
Basic APA template	50
Class Video Reports	80 (10 pts. x 8 reports)
Annotated Bibliographies	100 (20 pts. x 5 ABs)
Writing exercises	100
Grammar exercises	50
Usage exercises	50
Read-to-Write project	50
Quizzes	70 (35 pts. x 2 quizzes)
In-text citations	70
Presentations	80 (40 pts. x 2 presentations)
Reference List	100
Final Exam	100
<b>Total:</b>	<b>1000 points</b>

#### 2. Late Assignments

Late assignments may be penalized 10 percent of the grade on that assignment per week.

#### 3. Letter / Numerical Grade Scale

The grading scale listed in the current University Catalog will be used for this course.

## VI. POLICIES

### A. The Bible as Required Textbook

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV),

New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

## **B. Academic Honesty**

Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. Plagiarism of any kind will not be tolerated.

Most assignments at Calvary require the student to produce original work. Therefore, unless specifically permitted by the instructor, the use of AI-generated content is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources.

AI, however, may be utilized in cases where the instructor has explicitly permitted its use to accomplish specific tasks. It is only in these cases that AI-generated (or modified) content may be submitted by the student. If there are any questions as to the permissibility of AI use for an assignment, please ask your instructor for clarification.

*All papers must be submitted in APA format and submitted to Turnitin prior to uploading onto Canvas.*

## **C. Academic Activity & Participation**

Students learn best when they take an active part in the learning process. Students will be expected to engage in the material presented weekly and be able to summarize the content to meet learning objectives. Punctuality is expected out of professional courtesy and to minimize the disruption of the classroom dynamics.

## **D. Technology**

Using technology to enhance the learning experience is an integral part of this course. However, technology can also cause distraction and inattentiveness. Cell phones should be set to silent and placed on the table or in a backpack/purse. ***Working on other assignments during class or using electronic devices for anything other than class activities or taking notes for the course will not be permitted.***

## **E. Accommodations Statement**

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@calvary.edu)) of any condition that may require support.

**F. Style Guide**

All class papers must follow the APA style guide according to *Publication Manual of the American Psychological Association*, 7th edition.

**G. The Clark Academic Center**

The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

**VII. COURSE OUTLINE AND CLASS SCHEDULE:** The following course outline indicates the informational material and the general direction for the content of this class:

Week	Dates	Class Topics:	Assignments for the Week:
1	Jan. 13 <sup>th</sup>	Introduction Search Strategies Basic APA Formatting	<i>Due by Midnight on Jan. 19<sup>th</sup></i> 1. Read Chapters 1, 2 & 6 of <u>I AM</u> . 2. Complete Class Video Report. 3. Locate journal articles and books. 4. Read APA Introduction (xvii–xxii). 5. Prepare basic APA template.
2	Jan. 20 <sup>th</sup>	Conducting a Review of the Literature Resource Evaluation Plagiarism Notetaking	<i>Due by Midnight on Jan. 26<sup>th</sup></i> 1. Read Chapters 3 of <u>I AM</u> . 2. Complete Class Video Report. 3. Complete annotated bibliographies. 4. Read APA Chapter 2. 5. Read APA Chapter 4.1 – 4.11.
3	Jan. 27 <sup>th</sup>	APA Chapter 2 Organization of a Paper APA Chapter 4.1 – 4.11 Writing Smoothly & Concisely	<i>Due by Midnight on Feb. 2<sup>nd</sup></i> 1. Read Chapter 4 of <u>I AM</u> . 2. Complete Class Video Report. 3. Complete writing exercises. 4. Read APA Chapter 4.12 – 4.30.

4	Feb. 3 <sup>rd</sup>	APA Chapters 4.12 – 4.30 Grammar & Usage Strategies to Improve Your Writing	<i>Due by Midnight on Feb. 9<sup>th</sup></i> 1. Read Chapter 5 of <u>I AM</u> . 2. Complete Class Video Report. 3. Complete grammar exercises. 4. Complete usage exercises. 5. Complete Read-to-Write project.
5	Feb. 10 <sup>th</sup>	APA Chapter 5: Bias-Free Guidelines APA Chapter 6: Mechanics of Style	<i>Due by Midnight on Feb. 16<sup>th</sup></i> 1. Complete Class Video Report. 2. Read APA Chapter 5. 3. Complete Chapter 5 Online Quiz. 4. Read APA Chapter 6. 5. Complete Chapter 6 Online Quiz. 6. Read APA Chapter 8.
6	Feb. 17 <sup>th</sup>	APA Chapter 8: In-Text Citations Presentation Options	<i>Due by Midnight on Feb. 23<sup>rd</sup></i> 1. Complete Class Video Report. 2. Complete In-Text Citations. 3. Prepare Presentation. 4. Read APA Chapters 9 & 10.
7	Feb. 24 <sup>th</sup>	APA Chapter 9: Reference List Presentation Options	<i>Due by Midnight on March 2<sup>nd</sup></i> 1. Complete Class Video Report. 2. Complete Reference List. 3. Prepare Presentation.
8	March 3 <sup>rd</sup>	Final Exam Presentation Options	<i>Due by Midnight on March 7<sup>th</sup></i> 1. Complete Class Video Report. 2. Complete Final Exam.

***About Changes to this Syllabus:*** The instructor reserves the right to make changes to this syllabus at any time during the course, but any change made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.