Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should <u>not</u> be used to purchase course materials.

COURSE SYLLABUS

PPOG 500
INTRODUCTION TO WRITING, RESEARCH AND TURABIAN

COURSE DESCRIPTION

This course will provide an overview of current research techniques in the field of public policy. Students will also hone and apply professional writing skills by completing a final research paper fully incorporating techniques as outlined by Turabian.

RATIONALE

Effective graduate-level writing skills are essential to both the study and practice of public policy. Students entering the MAPP program come from a variety of backgrounds and educational experiences that impact their respective communication skill levels. This course plays the important role of orienting and preparing the new graduate student to conduct effective research and write well in the public policy environment.

I.   **PREREQUISITE**

For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II.   **REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III.   **ADDITIONAL MATERIALS FOR LEARNING**

A.   Computer with basic audio/video output equipment

B.   Internet access (broadband recommended)

C.   Microsoft Word

IV.   **MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

A.   Apply methods of sound reasoning and analysis in research writing.

B.   Conduct introductory-level research related to the fields of public policy and political science.

C.   Apply biblical principles in analyses of contemporary public policy issues.

D.   Identify common errors in composition and attribution.

E.   Implement current Turabian paper formatting and citation style within written works.

V.   COURSE REQUIREMENTS AND ASSIGNMENTS

A.   Textbook readings and lecture presentations

B.   Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C.   Discussion Board Forums (4)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be 400–500 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to at least 2 classmates' threads. Each reply must be 200–350 words and address all aspects of the assignment instructions. Any sources used must follow current Turabian style.

D.   LearnSmart Exercises (6)

The student will complete exercises through the Connect Composition Essentials Access Code. Exercises will provide the student with an opportunity to practice skills in grammar, punctuation, mechanics, writing, research, reasoning, argument, style, and word choice.

E.   Public Policy Research Project

The student will complete a 6-part Public Policy Research Project, beginning with a preliminary Issue Summary (Part 1) and Annotated Bibliography (Part 2). After these preliminary assignments have been completed, the student will begin work on his/her research paper. Parts 3–6 include a Research Table and Figure Exercise, the Research Paper Initial Draft, a Group Discussion Board Peer Review, and the Research Paper Final Draft.

a.   Part 1: Issue Summary

The student will select a contemporary public policy issue and provide a 1–2-page summary of the issue. At least 3 scholarly sources must be integrated. Sources used must be no older than 5 years and must be parenthetically cited within the text using current Turabian Author-Date style. A list of sources must also be included at the end of the summary.

b.   Part 2: Annotated Bibliography

The student will prepare an Annotated Bibliography related to the policy issue chosen for the Public Policy Research Project. The Annotated Bibliography must summarize and/or describe 8–10 prospective scholarly sources for use in the research paper and must be 3–5 pages. The majority of sources must be no older than 10 years. Formatting must follow current Turabian Author-Date style.

c.   Part 3: Research Table and Figure Exercise

The student will prepare 1 table and 1 figure in Microsoft Word to illustrate data relevant to the policy issue chosen for the Public Policy Research Project.

A corresponding 250–350-word paragraph explaining the table and figure and their relevance to the research issue must be included for each. Data may be comparative across time, but must be relevant to the contemporary policy issue. Formatting must follow current Turabian Author-Date style.

d. Part 4: Research Paper Initial Draft

The student will write a draft of a comprehensive research paper that synthesizes the skills and knowledge developed in the course. The initial draft will include a title page; introduction and body paragraphs; at least 1 figure and 1 table relating data relevant to the research topic; and a reference list. The body of the draft must be 7–9 pages, excluding tables and figures. A minimum of 10 sources, including table and figure data sources, are required. Formatting must follow current Turabian Author-Date style.

e. Part 5: Peer Review Group Discussion Board

The student will post his/her initial draft of the Public Policy Research Paper to the File Exchange within the Group Discussion Forum for review by his/her classmates. Using a set of criteria provided within the assignment instructions, the student will review at least 2 classmates' drafts. Reviews must be posted as threads within the Group Discussion Forum. Each review must be 400–500 words and address all aspects of the assignment instructions.

f. Part 6: Research Paper Final Draft

The student will write the final draft of a comprehensive research paper that synthesizes the skills and knowledge developed in the course. The final draft will include an abstract and a conclusion paragraph, in addition to the components required in the initial draft. All weaknesses in composition and content identified in grading feedback for the initial draft must be addressed. The final draft must be 8–10 pages, excluding table(s), figure(s), and title and reference pages. A minimum of 10 sources, including table and figure data sources, are required. Formatting must follow current Turabian Author-Date style.

F. Attribution and Formatting Test

The student will complete 3 short-answer, 2 essay, 3 true/false, and 12 multiple-choice questions on attribution and biblical principles related to honesty and integrity. Each essay question must be answered with a minimum of 200 words and address all aspects of the question at hand. Sources used must be included within the answer(s). The student will have 1 hour and 15 minutes to complete this test.

VI. **COURSE GRADING AND POLICIES**

    A.   Points

Course Requirements Checklist	10
Discussion Board Forums (4 at 50 pts ea)	200
LearnSmart Exercises (4 at 20 pts ea; 2 at 25 pts ea)	130
Public Policy Research Project	
Part 1: Issue Summary	50
Part 2: Annotated Bibliography	100
Part 3: Research Table and Figure Exercise	75
Part 4: Research Paper Initial Draft	100
Part 5: Peer Review Group Discussion Board	95
Part 6: Research Paper Final Draft	150
Attribution/Formatting Test	100
Total	1010

    B.   Scale

A = 940–1010   A- = 920–939   B+ = 900–919   B = 860–899   B- = 840–859
C+ = 820–839   C = 780–819   C- = 760–779   D+ = 740–759   D = 700–739
D- = 680–699   F = 0–679

    C.   Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

PPOG 500

Textbooks: Rosenwasser & Stephen, *Writing Analytically* (2015).
Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (2013).

MODULE/WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Rosenwasser & Stephen: chs. 1–2 Turabian: Appendix Bible Readings 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1 LearnSmart Exercise 1	10 0 50 25
2	Rosenwasser & Stephen: chs. 3, 6 Turabian: chs. 1–2, 5 Bible Readings 1 presentation	DB Forum 2 LearnSmart Exercise 2 PPRP – Part 1: Issue Summary	50 20 50
3	Rosenwasser & Stephen: chs. 4–5, 8 Turabian: chs. 15–19, 25 1 presentation 2 websites	LearnSmart Exercise 3 Attribution/Formatting Test	20 100
4	Rosenwasser & Stephen: chs. 7, 11 Turabian: chs. 3–4 1 presentation	DB Forum 3 LearnSmart Exercise 4 PPRP – Part 2: Annotated Bibliography	50 20 100
5	Rosenwasser & Stephen: ch. 10 Turabian: chs. 7–8, 11 1 presentation	DB Forum 4 PPRP – Part 3: Research Table and Figure Exercise	50 75
6	Rosenwasser & Stephen: ch. 9 1 presentation	LearnSmart Exercise 5 PPRP – Part 4: Research Paper Initial Draft	25 100
7	Turabian: chs. 9–10 1 presentation	LearnSmart Exercise 6 PPRP – Part 5: Peer Review Group DB	20 95
8	Turabian: chs. 12, 14 1 presentation	PPRP – Part 6: Research Paper Final Draft	150
		TOTAL	1010

DB = Discussion Board
PPRP = Public Policy Research Project

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.