



COURSE DESCRIPTION

This course emphasizes the process of research and writing. Learners will gain and refine skills of developing a thesis, organizing content, and revising drafts to express ideas clearly and correctly. Social media platforms will be explored to enable students to network professionally.

For a list of prerequisites for this course, consult the course description area in the [Academic Catalog](#).

COURSE OBJECTIVES

By the end of the course, students should be able to:

- Organize thoughts and research material to communicate ideas.
- Correct problems in usage, structure, grammar, and mechanics.
- Demonstrate the drafting process.
- Explore social media platforms for professional communication.

COURSE RESOURCES

Bullock, R., Brody, M., & Weinberg, F. (2017). *The trailblazer handbook*. (3rd. ed.). New York, NY: Norton & Company. ISBN for OCU version: 9780393692730

For additional textbook information and directions on accessing digital textbooks, visit the Student Toolkit available in each of your online courses.

STUDENT SUPPORT RESOURCES

Academic Coaching Support: The Academic Success Coaches provide helpful academic support. You can reach an Academic Coach at studentsuccess@ohiochristian.edu. Be sure to include your name, student ID, course name/section, and details to help explain the assistance you need.

Advising: The Advising Team can provide helpful support related to your chosen major. You can reach someone from this team at 740-478-2301 or agsadvising@ohiochristian.edu. When emailing or leaving a voicemail, be sure to include your name, student ID, and details to help explain the assistance you need.

Brightspace Support: If you have questions about your course content or assignments, you should contact your professor, via email. If you are having technical difficulties, you should contact the [Brightspace Helpdesk](#), which offers 24/7 chat support and a repository of help documents.

Library Support: Contact library@ohiochristian.edu or (740) 477-7737 with any research or resource questions. The [Maxwell Library](#) is dedicated to providing students the support needed for their studies.

Student Toolkit: Each course offers access to an online Student Toolkit within the learning management system. Use this area for help with a variety of online learning topics.

Tech Support: Contact helpdesk@ohiochristian.edu or (740) 420-5907 with OCU account access issues or questions.

Tutoring: All online students have access to up to 10 hours of free online tutoring per semester available 24/7 for most subjects. Contact [Tutor.com](#) for personalized academic and learning support.

Virtual Receptionist: The OCU switchboard offers a virtual receptionist to connect you to the correct office based on your needs. Call 1-877-762-8669.

ONLINE PLUS LIVE!



In order to promote student success and community, each course will require your live attendance at two scheduled synchronous course meetings during the term. Attendance is mandatory and graded. If you are not able to attend live, you must watch the recorded session and follow the instructions of your professor to earn the points for this activity. If you do not attend and follow-up with the professor, you will receive a zero meeting grade.

Meetings will take place via a digital meeting platform. Professors will use Doodle, a scheduling tool, to help select times that are most convenient for you and your peers.

The first live meeting will be schedule and held before the end of Week 2. The second live meeting will be scheduled by the course professor to occur during weeks 4-6 (prior to the start of week 7). You should check course announcements in your online course for dates and times of each meeting. If you have questions about these meetings, contact your professor directly.

GRADING CRITERIA

Grade Categories: Your final course grade will be determined by the following categories:

- 5% Devotionals (5 points each)
- 20% Discussions (40 points each)
- 75% Assignments (50 or 100 points each)

Grading Scale: Your course grade will be calculated using the following scale.

Percentile	Letter Grade
94-100%	A
91-93%	A-
88-90%	B+
84-87%	B
81-83%	B-
78-80%	C+
74-77%	C
71-73%	C-
68-70%	D+
64-67%	D
61-63%	D-
60% and below	F

Extra Credit: There are no opportunities for extra credit in this course.

COURSE COMMUNICATION

Behavior Standards: OCU requires that students maintain professional standards of behavior. This also includes civility in the online courseroom. Review the Behavior Standards outlined in the current [Academic Catalog](#).

Announcements: Course announcements will be provided on a weekly basis through the online course on the Course Home page.

Questions: Students should pose questions to the professor using the professor's OCU email address or through the Professor Updates/Q&A Forum in the online course.

Discussions: Students are expected to submit initial discussion posts by the end of day four of the week. Following the initial discussion post, students are expected to engage in ongoing dialogue with peers and the professor in the course within the discussion thread until the end of the module. Unless otherwise noted in the instructions for the discussion, the minimum expectation for responses to peer posts is two. However, students should take responsibility for leading in the discussions beyond the minimum expectation. Responses to peers should be thoughtful, informed, and relevant to the course material. Students are encouraged to pose questions and appropriately challenge their peers to enhanced learning through discussions. Please review the discussion rubric in the online course for further guidance.

Turnaround/Feedback: Ohio Christian University's grading policy provides professors up to 7 days from the assignment due date to grade all student work. The professor will provide responses to other communications, such as emails, within 24 hours.

ATTENDANCE AND LATE WORK POLICIES

Attendance: Please review the attendance requirements for your course's modality outlined in the current [Academic Catalog](#).

- You will be marked **present** for the week if you post or submit to any graded item during the seven days of that week. (Late work is counted as 'present' per the date submitted, not the week for which the late work is due.)
- You will be marked **absent** for the week if you do not post or submit to any graded item during the seven days of that week.

Due Dates: Discussions require you to post an initial post by mid-week (Day 4) and to post two replies to peers on two separate days by the end of the week (Day 7). Devotionals require you to post only an initial post by the end of the week (Day 7). All drop box assignments are due by the end of the week (Day 7).

Late Work: Discussion posts, Devotional Posts, and Assignments submitted late will be subject to a late penalty:

- Work submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade.
- Work submitted within 48 hours past the due date will have a 20% late penalty of the final assignment grade.
- Work submitted between 3-7 days late will receive a 50% late penalty of the final assignment grade.
- Work submitted beyond seven days past the due date is not accepted.

For extenuating circumstances, refer to the Incomplete Grades Policy in the [Academic Catalog](#).

ACADEMIC INTEGRITY POLICY

Students are expected to be honest in all academic work and are responsible for their own work for course requirements. Scholastic dishonesty is a violation of academic standards and biblical teachings and an affront to other students and the faculty.

Violations of the Academic Integrity Policy include, but are not limited to:

- Cheating on assignments and tests, such as
 - obtaining quiz or exam questions in advance
 - providing information to others about a quiz or exam
 - looking at a cell phone during a quiz or exam
- Turning in assignments in which part or the entirety was done by someone else.
- Providing work to another student to submit as his or her own.
- Plagiarism: Using or copying someone else's words, ideas, opinions, theories, or work and passing them off as one's own (i.e., without crediting the source).
- Self-plagiarism: Reusing or resubmitting previously written work as though it were newly and specifically completed for the current assignment. Examples of self-plagiarism and additional information on this topic are available in the Student Toolkit in the learning management system. If a student has concerns about self-

plagiarism or would like to use past work in a present course (e.g., continue a research study), it is the student's responsibility to discuss the plan with his/her professor beforehand.

- The use of online software such as auto-paraphrasing tools or 'article spinners.'
- Uploading or downloading course materials or information on sites known to assist in cheating, such as Course Hero or Chegg.
- An act that violates the rights of other students by hindering their completion of academic assignments (e.g., deliberate withholding of necessary academic material, or willful harm to another student's work).

All instances of academic dishonesty must be reported by the faculty member to the Academic Office through honestypolicy@ohiochristian.edu for recording in the student's permanent file. If faculty need assistance determining whether a paper is plagiarized according to the OCU policy, insert "Assistance Needed" in the subject line or contact the Dean for assistance. The ramifications depend on whether the student is enrolled in an undergraduate or a graduate program.

- Undergraduate: For a student's first offense, the student will earn a zero grade on the assignment. This could result in failure of the course, depending on the significance of the assignment. For the second offense, the student will fail the course and be placed on academic probation. For the third offense, the student will fail the course and may be suspended from Ohio Christian University.
- Graduate: For the student's first offense, the student will fail the course and be placed on academic probation. For the second offense, the student will fail the course and be suspended from Ohio Christian University.

Students suspended under this policy may petition for readmission after a six-month absence. Returned students found to have committed another cheating offense will be permanently expelled.

A student who believes a charge of violating the academic integrity policy to be unjust, or who believe a penalty for such is unfair, may submit an appeal to honestypolicy@ohiochristian.edu.

IMPORTANT POLICIES AND NOTICES

OCU is fully ADA/504 & Title IX compliant. More general institutional information may be obtained from <https://www.ohiochristian.edu/about-ocu>.

ADA/504 Accommodations Policy

Ohio Christian University is committed to its entire student body, including those who need accommodations due to documented disabilities.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA), the University will provide reasonable and appropriate accommodations for individuals with disabilities on a case-by-case basis. Accommodations are made in relation to a documented disability. The 504 Compliance Officer is responsible

for coordinating OCU's efforts in complying with applicable Federal and State laws and regulations, including the University's duty to address any inquiries or complaints regarding discrimination or denial of equal access.

Ohio Christian University
Attn: 504 Compliance Officer
1476 Lancaster Pike
Circleville, OH 43113
Phone: 740.477.7803
Fax: 866.510.2708
complianceofficer@ohiochristian.edu

To initiate the accommodations process, students may complete the Request for Accommodations and Verification of disability forms, providing appropriate medical documentation of the disability. The documentation must be within three (3) years of first request to OCU and must include information that diagnoses the disability, indicates the severity and longevity of the condition, and offers recommendations for necessary and appropriate auxiliary aids, or services, academic adjustments, or other accommodations. A qualified medical professional must complete the Verification of Disability. These forms and relevant information about the process can be accessed via the following URL: <https://www.ohiochristian.edu/university/about-ocu/disability-services>.

Title IX Policy for Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Violence, Stalking, and Domestic/Dating Violence Complaints

Ohio Christian University admits students of any race, color, nationality, ethnic origin, handicap, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, nationality, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Ohio Christian University does not within the context of its religious principles, heritage, mission, or goals discriminate based on sex in employment, admission, educational programs, or other activities. Ohio Christian University complies with all federal and state non-discrimination laws and is an equal opportunity institution.

For the full policy and process, visit www.ohiochristian.edu/compliance. Questions regarding Title IX may be referred to OCU's Title IX Coordinator:

Title IX Coordinator
1476 Lancaster Pike, Circleville, OH 43113
Phone: 740.477.7741
Email: titleix@ohiochristian.edu

Additional information and contact information for the Title IX Coordinator are available via the following URL: <https://www.ohiochristian.edu/title-ix>.