

EDU514 Higher Education Administration
Writing and Processes
(2 credit hours)
Course Syllabus

Course Description

At the end of this course, students will be able to effectively communicate their knowledge to others inside or outside their organization through researching, writing, and editing documents in a variety of genres pertaining to their profession. Documents examined include but are not limited to: proposals, reports, and presentations.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Identify and use effective techniques for writing informative reports and proposals.
2. Prepare an administrative proposal based on synthesizing information related to the area of study.
3. Identify and use appropriate methods for professional presentations.

Required Textbook(s) and Resources

For this course, there is no textbook to purchase. All materials are provided within the course.

Be sure to review the weekly **Explore** sections for library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#).

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this class you should plan your time wisely. With our accelerated, seven-week term, you should reserve roughly **twenty (20) hours per week** to complete readings and assignments. To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates.

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1. All times assume Eastern Time (GMT-4).

2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial forum discussion posts are due by **11:55 p.m. ET** on **Wednesdays** and response posts are due by **11:55 p.m. ET** on **Saturdays**.
4. Major assignments and reflections are due by **11:55 p.m. ET** on **Sundays**.

Learning Activities

Without a doubt, the three skills that will most serve students as graduate-level scholars and real-world practitioners are effective writing, communication, and presentation. In this course, you will have opportunities to practice different kinds of writing and presentations. Most weeks have one to two discussion forums where you'll compare writing with your peers. Ultimately, you will prepare a presentation of a professional academic proposal you design in different media and for different audiences.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions	45	45 45	45 45	45	45	45	45	405
Pre-Writing and Peer Feedback				10	10			20
Assignment	85			130	130	85	85	515
Quiz	30	15 15						60
Total	60	120	90	185	185	130	130	1000

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
<p>Week 1: Getting Started with Research</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 1.1 (Forum): Meet Your Peers, Initial Post <input type="checkbox"/> WED: Activity 1.2 (Forum): Reading & Writing in Your Career, Initial Post <input type="checkbox"/> SAT: Activity 1.1 (Forum): Meet Your Peers, Responses <input type="checkbox"/> SAT: Activity 1.2 (Forum): Reading & Writing in Your Career, Responses <input type="checkbox"/> SUN: Activity 1.3: Research Topic <input type="checkbox"/> SUN: Activity 1.4: Quiz - Credible Sources
<p>Week 2: Collecting and Analyzing Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 2.1 (Forum): Identifying & Evaluating Sources, Initial Post <input type="checkbox"/> WED: Activity 2.2 (Forum): Qualitative Research Tools, Initial Post <input type="checkbox"/> SAT: Activity 2.1 (Forum): Identifying & Evaluating Sources, Responses <input type="checkbox"/> SAT: Activity 2.2 (Forum): Qualitative Research Tools, Responses <input type="checkbox"/> SUN: Activity 2.3 (Quiz): Ethics & Plagiarism <input type="checkbox"/> SUN: Activity 2.4 (Quiz): Citing Sources
<p>Week 3: Professional Writing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 3.1 (Forum): Business Communication, Initial Post <input type="checkbox"/> WED: Activity 3.2 (Forum): Professional Email, Initial Post <input type="checkbox"/> SAT: Activity 3.1 (Forum): Business Communication, Responses <input type="checkbox"/> SAT: Activity 3.2 (Forum): Professional Email, Responses
<p>Week 4: Researching and Writing Reports</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 4.1 (Forum): Analyzing Reports, Initial Post <input type="checkbox"/> WED: Activity 4.2 (Forum): Pre-Writing and Peer Feedback, Initial Post

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
	<ul style="list-style-type: none"> <input type="checkbox"/> SAT: Activity 4.1 (Forum): Analyzing Reports, Responses <input type="checkbox"/> SAT: Activity 4.2 (Forum): Pre-Writing and Peer Feedback, Responses <input type="checkbox"/> SUN: Activity 4.3: Report & Memo
<p style="text-align: center;">Week 5: Researching and Writing Proposals</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 5.1 (Forum): Analyzing Proposals, Initial Post <input type="checkbox"/> WED: Activity 5.2 (Forum): Pre-Writing and Peer Feedback, Initial Post <input type="checkbox"/> SAT: Activity 5.1 (Forum): Analyzing Proposals, Responses <input type="checkbox"/> SAT: Activity 5.2 (Forum): Pre-Writing and Peer Feedback, Responses <input type="checkbox"/> SUN: Activity 5.3: Proposal and Memo
<p style="text-align: center;">Week 6: Presenting Multimodally</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 6.1 (Forum): Verbal Presentations and Slideshows, Initial Post <input type="checkbox"/> SAT: Activity 6.1 (Forum): Verbal Presentations and Slideshows, Responses <input type="checkbox"/> SUN: Activity 6.2: Presentation
<p style="text-align: center;">Week 7: Alternative Genres</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 7.1 (Forum): Alternative Genres, Initial Post <input type="checkbox"/> SAT: Activity 7.1 (Forum): Alternative Genres, Responses <input type="checkbox"/> SUN: Activity 7.2: Final Project

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.