



BA 595
Applied Business Research
ONLINE COURSE SYLLABUS: FALL 2015

Instructor: Shonda A. Gibson, Ph.D.

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**Subject line for all Email correspondence should include BA 595 or you risk losing the message to junk mail ☹*

COURSE INFORMATION

Textbooks Required:

Zikmund, W., Babin, B., Carr, J., & Griffin, M. (2012). *Business research methods*, Cengage Learning. 9th Edition

Perrin, R. (2011). *Pocket guide to APA style*. Cengage Learning. 4th Edition

Course Description:

A course to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording, and interpreting data. Also, an analysis of pertinent research literature in business and economics is conducted.

Course Objectives:

- Students will demonstrate the ability to use appropriate secondary data to solve business problems.
- Students will develop a research plan including a problem statement, hypotheses, related literature, and methodology.
- Students will understand the scientific method of research.

COURSE REQUIREMENTS AND GRADING
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Points available in course:

Academic Honesty Policy	10 points
APA Summary/Annotated Ref	100 points
What did you learn from APA	100 points
Topic Summary/Approval Form	100 points
Writing Center - Evidence	100 points
Paper #1	100 points
Paper #2(Prospectus) Topic	100 points
Paper #2 (Prospectus)	300 points
Mid-Term Exam	100 points
Final Exam	100 points
Total Points	1,110 Points

Course Grade Based on:

A	90+ percent of total points	Outstanding Work
B	80-89 percent of total points	Good Work
C	70-79 percent of total points	Acceptable Work
D	60-69 percent of total points	Needs Improvement
F	00-59 percent of total points	Unacceptable Work

TECHNOLOGY REQUIREMENTS

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, log in through your MyLeo account.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000.

The following information has been provided to assist you in preparing to use technology in your web enhanced course.

The following technology is required to be successful in this course.

Internet connection – high speed recommended (not dial-up), Word Processor (Microsoft Office Word – 2003 or 2007), Access to University Library site, Access to an Email

Additionally, the following hardware and software are necessary to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

Encountering Technical Problems

If at any time you experience technical problems (e.g. you can’t log in to the course, you can’t see certain material, you lose connection during an exam, etc.) please contact the eCollege HelpDesk (available 24 hours a day, seven days a week). The HelpDesk can be reached by sending an email to helpdesk@online.tamuc.org or by calling 1-866-656-5511. Additionally, you can click on the “Help” button located at the top of each page for more information.

If you do experience technical problems during an exam you **MUST** contact the HelpDesk **IMMEDIATELY**. If they are not able to resolve the issue please request a “Ticket Number” and then email all of that information to me. Without the ticket number your exam will **NOT** be reset or time extended. Such protocol is to ensure academic honesty.

UNIVERSITY PROCEDURES/POLICIES

Academic Honesty

The *Student's Guidebook* addresses the issues of academic cheating and plagiarism. These are a breach of conduct, and students are subject to disciplinary actions.

Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors “are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.” See 13.99.99.R0.10 Academic Honesty at http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97.

Academic Integrity

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citation, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

All work submitted to this professor will be verified by turnitin.com. Before submitting your papers to me, I will allow you to submit them to turnitin to be check for similarity index. After you are satisfied with your work, then submit the paper to the dropbox. You should have no more than 25 percent of the material shown as “copied” (including direct quotes with citations). It is important to remember that not only is the percentage important, but where the percentage comes from. You cannot take material and copy it word for word without using quotation marks or indenting. Overall, it is critical that you follow the APA guidelines.

YOU CANNOT USE A PAPER THAT YOU HAVE TURNED IN PREVIOUSLY.

Doing so is considered plagiarism and you will receive a 0 on the paper. I will NOT give you a second chance to redo any papers.

Student Behavior:

Disturbing the education of students by other students is taken seriously. Appropriate (as defined by the instructor) level of interaction/participation during classroom discussions and presentations is expected. All pagers, cell phones, electronic games, radios, CD players, or other devices must be turned off when you enter the classroom. No laptops are allowed to be used in class. No recordings (audio or video) are allowed. Disruption of class or inconsiderate behavior will not be tolerated. It is my expectation that every student will have the utmost respect for their peers in class when discussing experiences of a sensitive nature.

Student Conduct:

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” Students are expected to follow the code of conduct in class described in the Student Handbook (Policies and Procedures, Code of Student Conduct). Violation of the code will lead to an initiation of the disciplinary processes described in the Handbook. Proper student conduct also includes maintaining a standard of academic honesty. This means that neither cheating nor plagiarism will be tolerated and students who engage in either will be subject to the disciplinary processes described in the Code of Student Conduct). Plagiarism essentially means that you cannot use the words and ideas of another person without giving them credit. Therefore, “quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author you will need to credit the source in the text” (APA, 2001, p. 249). If you have any questions about what constitutes cheating or plagiarism please see me. Students who plagiarize any material will earn a grade of F for the course.

Students are expected to log in to the online course on a regular basis – No late work is accepted - no make-up work will be assigned or accepted. Students are responsible for following University procedures to drop a class. If you stop attending the class for any reason, you must initiate the process of dropping, or you will receive a failing grade. Plan to take care of this several days ahead of time, so that you will have the time required to get the forms signed, submitted, etc.

Accommodations:

Students requesting accommodations for disabilities must go through the Academic Support Committee. The Director of Disability Resources & Services must notify instructors in writing before accommodations will be made. For more information, please contact the Director of Disability Resources & Services, Halladay Student Services Bldg., Room 303D, (903) 886-5835.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

University Closing Due to Inclement Weather:

University closing information will be posted on the web at <http://www.tamu-commerce.edu>.

PROPOSED COURSE OUTLINE / CALENDAR			
WEEK	DATE Start - End	Reading Assignments	Assignment Due
1	8/31 TO 9/6	Syllabus Review all course content	ACADEMIC HONESTY POLICY MUST BE SUBMITTED BEFORE NOON SUNDAY 9/6
2	9/7 TO 9/13	CH 1	TOPIC APPROVAL FORM MUST BE SUBMITTED BEFORE NOON SUNDAY 9/13
3	9/14 TO 9/20	CH 3	
4	9/21 TO 9/27	CH 4	APA REVIEW, WRITING CENTER EVIDENCE, AND ANNOTATED BIBLIOGRAPHY DUE BEFORE NOON SUNDAY 9/27
5	9/28 TO 10/4	CH 6	
6	10/5 TO 10/11	CH 8	PAPER 1 DUE BEFORE MIDNIGHT FRIDAY 10/9
7	10/12 TO 10/18		MID-TERM EXAM OPEN MONDAY 10/12 12:01AM CLOSES SUNDAY 10/18 MIDNIGHT
8	10/19 TO 10/25	CH 9	REVISIT TOPIC FOR PROSPECTUS MUST BE SUBMITTED BEFORE NOON SUNDAY 10/25
9	10/26 TO 11/1	CH 10	
10	11/2 TO 11/8	CH 13	
11	11/9 TO 11/15	CH 15	
12	11/16 TO 11/22	CH 16	
13	11/23 TO 11/29		
14	11/30 TO 12/6		FINAL PROSPECTUS DUE BEFORE NOON SUNDAY 12-6
15	12/7 TO 12/13		FINAL EXAM
16	12/14 TO 12/20		OPENS 12:01AM FRIDAY 12/11 CLOSES MIDNIGHT MONDAY 12/15

All students are required to digitally sign the Academic Honesty Policy that is loaded into the eCollege course.

A copy follows here:

**Academic Honesty Policy
Texas A&M University-Commerce
College of Business and Technology**

Statement of Ethical and Professional Conduct:

The College of Business and Technology at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

6. **Illegal activity:** Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.
7. **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
8. **Cheating:** The unauthorized use of another's work and reporting it as your own.
9. **Plagiarism:** Using someone else's ideas and not giving proper credit.
10. **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff and students will always be afforded due process and review as appropriate.

ASSIGNMENT DIRECTIONS AND GRADING RUBRICS
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Mid-Term Exam:

You will have a timed mid-term exam. Once you log in, you must finish the exam. The exam will not be reset for any reason. Do not log in to take the exam until you are fully prepared to sit down and commit to the time period allowed.

Final Exam:

You will have a timed final exam at the end of this course. Once you log in, you must finish the exam. The exam will not be reset for any reason. Do not log in to take the exam until you are fully prepared to sit down and commit to the time period allowed.

Topic Approval Form:

Fill out the form titled: Topic Approval in eCollege. I have set this up as an exam where you will be prompted to enter answers to the following questions. You may type your answers in word and copy them into the eCollege exam to ensure appropriate formatting.

1. Proposed Topic
2. What is the problem/issue of interest?
3. What are the variables that could be studied? For example, the relationship between sales and expenses, or hours studying and grades earned, etc.
4. What is your hypothesis(es)?
5. Offer at least one APA citation and short summary of a peer-reviewed journal article that will be helpful in investigating this topic.

APA Summary and Annotated References:

You are required to review the following APA Tutorial and utilize the information presented to create an APA title page and annotated reference list.

<http://flash1r.apa.org/apastyle/basics/index.htm> I highly recommend that you keep this link handy and refer to it often.

Create an Annotated Reference list that coincides with your research topic. This assignment will require you to create an APA reference entry and a summary of the resource for each item you find helpful in researching your topic. You need to provide **at least 10 references** for your topic. **Each summary must be at least ½ page.** You will have **at least 5 pages of content** for this assignment. Your references should consist mostly of journal articles, but you should include at least one book and one book chapter in your list if possible. Articles must come from peer reviewed journals only - NOT from a popular magazine or website. Page 225 of the 6th Edition APA manual gives a detailed explanation of what a peer reviewed journal is. Chapter 6 page 180 of the 6th Edition APA Manual provides detailed instructions on how to format references and Chapter 7 provides you with examples.

You are required to utilize the Writing Center at Texas A&M University-Commerce as a first reviewer of this assignment. You are NOT allowed to turn it in to me before it has been reviewed by the writing lab. You can visit the lab in person, or use the online option. All information about the writing lab is available here: www.tamuc.edu/writingcenter

Paper 1:

Prepare a short research paper on a business/economics topic of your choice (MINIMUM OF 4 pages of CONTENT) – fully following the APA guidelines and format. A substantial part of your grade on Paper 1 will be formatting and following the APA guide. The objective of this paper is for you to learn to use the APA Manual. Use Times New Roman typeface, with 12-point font, and double-spacing. You are to assume this is a publishable paper and follow all APA guidelines as such.

Use direct quotes sparingly - See APA guidelines. For this paper - if you use five consecutive words from a source, you **MUST** use a “direct quotation” and APA citation. Rearranging and changing a few words in a sentence is not appropriate. You must cite sources, even if you do not directly quote them. If you use a source, you must cite and give credit where credit is due. **You are not allowed to directly quote more than one full sentence from any single source.**

You must use subheadings in your paper (see APA guidelines). You **MUST** use peer-reviewed (scholarly journals) for your references. Blogs, Newspapers, Television, Wikipedia, and the general internet are **NOT** scholarly journals. (See instruction in doc sharing.).

For every resource cited, you must include it in the reference list. For every item in the reference list, that source must be cited in the paper

Paper 2 (PROSPECTUS):

Select a research issue/problem (it can be the same topic as paper 1), prepare and turn in a prospectus (a plan to do research) indicating the background of the problem, the problem statement, the purpose of the study, the hypothesis (es), the methodology to be employed in the study, and a review of the literature (this can be paper 1, as long as you use the same topic) pertaining to the problem. You are expected to develop the materials that would be used in the study (a survey, questionnaire, etc.), a data set, and graphs/charts. In a Prospectus--a plan to do research—we do everything except collect data. (See instruction in doc sharing). However, you are expected to use your knowledge and imagination in creating a data set, analysis, and charts/graphs to express the results of the data.

Details About Prospectus Expectations:

CHAPTER 1: Include subheadings for each of the following elements (at minimum):

1. **Background:** What led you investigate this issue/problem? Why are you interested in this?
2. **Problem Statement:** What is the problem under investigation? Be VERY specific! When we talk about a "problem" in research, it does not necessarily mean that something is "wrong". For example, you can have a "problem" where you are investigating the attitudes and opinions of a response group.
3. **Purpose of Study:** Why is the study important? What is the significance of the study? Who cares, and why do they (or should they) care?
4. **Study Hypothesis (es):** a prediction, or an "educated guess"- about the results of your study. Based on past research, what do you expect to find?

CHAPTER 2: Titled "Review of Related Literature". A literature review is where you "review" published material that relates to your issue/problem. IF YOU CHOOSE THE SAME TOPIC (PROBLEM) YOU USED FOR PAPER 1, YOU MAY USE THIS PAPER FOR YOUR REVIEW OF LITERATURE. HOWEVER, if you choose a different topic for your Prospectus you must do a new review of literature that relates to your new topic area.

CHAPTER 3: Titled Methodology. In this chapter you will tell the reader very specifically HOW you are going to investigate the problem that was stated in Chapter 1. You must give very detailed information in this chapter. For example, describe the proposed sample (this must be a realistic sample...how will you obtain names, addresses, etc. of your sample group? How will you contact them? What will you ask

them, or ask them to do? What materials will you use?). You cannot state that you are going to survey people in Dallas. In other words, describe in detail the procedures and steps that will be used to gather the data.

Chapter 4: Titled “Findings”. Since you are not going to actually collect data, you will not have any true data analysis or findings. However, I would like for you to use your knowledge and imagination in this chapter. Use knowledge to describe how you would anticipate managing and analyzing the data (e.g., I will code the data like this...I will analyze these data with an ANOVA using SPSS). Explain your rationale for the proposed management and analysis. Finally, use your imagination and create a data set that you would envision collecting, and produce at least two graphics that clearly describe the data.

Chapter 5: Titled “Summary, Conclusions and Recommendations”. In this chapter you will need to do summarize the paper, and use the generated data to make conclusions and recommendations. In the Summary you will need to re-state much of what you already stated earlier in the paper (problem statement, methodology, etc.).

Each chapter should begin on a new page, a reference page must be included, and the appendix should contain a copy of the materials (IRB form, questionnaires, survey, data set, etc.).

PAPERS WILL BE GRADED ON CONTENT, ORGANIZATION, AND FORMAT.

Component	Paper 1 Grading Rubric Criteria	Points Possible (100)
Title Page	<ul style="list-style-type: none"> Includes title of paper, name of author, institutional affiliation, running head, and page number. May include author note. Follows APA guidelines for placement and formatting of each part. 	5
Abstract	<ul style="list-style-type: none"> Provides a brief summary of the contents of the paper in an accurate, non-evaluative, concise manner. Is 100 to 200 words in length. Begins on a new page immediately following the title page. Follows APA guidelines for running head, page number, abstract heading, paragraph indent, text alignment, and line spacing. Is free from errors in text entry (typos), grammar, and usage. 	10
Introduction	<ul style="list-style-type: none"> Presents and defines the specific topic of the paper. Describes the manner in which the topic will be explored. Citations, if used, are from peer-reviewed journals only. Begins on a new page following the abstract. Title of paper is at the top of the new page before the introduction begins. Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. Follows APA guidelines for content and format of citations in text. Is free from errors in text entry (typos), grammar, and usage. 	15
Body	<ul style="list-style-type: none"> Presents previous research on the topic in a systematic manner (e.g., grouped by conceptual agreement, by similar methodologies, by historical development). Presents / cites research from peer-reviewed journals only. Identifies relations, contradictions, gaps, and inconsistencies in previous research presented. Is identified by an appropriate APA Level 1 heading. Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. Follows APA guidelines for content and format of citations in text. Is free from errors in text entry (typos), grammar, and usage. 	25
Conclusion	<ul style="list-style-type: none"> Summarizes the main points of the research presented in the body. Suggests the next step(s) in addressing the topic. Citations, if used, are from peer-reviewed journals only. Is identified by an appropriate APA Level 1 heading Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. Follows APA guidelines for content and format of citations in text. Is free from errors in text entry (typos), grammar, and usage. 	15
References	<ul style="list-style-type: none"> Has an entry for each reference cited in text. Includes entries (four or more) from peer-reviewed journals only. Has no entries for references not cited in text. Begins on a new page immediately following the conclusion. Is identified by an appropriate APA Level 1 heading. Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. Make sure you are writing in 3rd person! Follows APA guidelines for content and format of each entry. Is free from errors in text entry (typos), 	30

Note 1: The overriding criterion is original work and authenticity. If it is determined that the paper is not an original work and/or the paper is not the work of the student, a grade of 0 will be assigned to the paper.

Note 2: Papers must be submitted to the dropbox and must have a turnitin score of 25% or less. Any paper over 25% will receive a 0.

Paper Component	Paper 2 Grading Rubric Criteria	Points Possible
Title Page	<ul style="list-style-type: none"> • Includes title of paper, name of author, institutional affiliation, running head, and page number. • May include author note. • Follows APA guidelines for placement and formatting of each part. 	10
Table of Contents	<ul style="list-style-type: none"> • Begins on a new page following the title page. • Lists the major parts of the study and the page number on which each part begins (Includes each component listed below in the order listed). • Is free from errors in text entry (typos). 	10
Abstract	<ul style="list-style-type: none"> • Provides a brief summary of the study in an accurate, non-evaluative, concise manner. • Is 100 to 200 words in length. • Begins on a new page following the Table of Contents. • Follows APA guidelines for running head, page number, abstract heading, paragraph indent, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	20
Introduction	<ul style="list-style-type: none"> • Presents background information for the study, the purpose of the study, a problem statement, and hypothesis (es). • Citations, if used, are from peer-reviewed or scholarly sources only (See Note 3 below). • Begins on a new page following the Abstract. • Has an appropriate APA Level 1 heading to identify the chapter. • Has appropriate APA Level 2 headings to identify each part of the introduction (see first item in this section for list of parts). • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	20
Review of Related Literature	<ul style="list-style-type: none"> • Presents previous research on the topic in a systematic manner (e.g., grouped by conceptual agreement, by similar methodologies, by historical development). • Presents / cites research from scholarly or peer-reviewed sources only (See Note 3 below). • Identifies relations, contradictions, gaps, and inconsistencies in previous research presented. • Begins on a new page following the Introduction. • Has an appropriate Level 1 heading to identify the chapter. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	40

Paper 2 Grading Rubric (continued)

Paper Component	Criteria	Points Possible
Methodology	<ul style="list-style-type: none"> • Has a section that describes the survey. • Has a section that describes the study participants. • Has a section that describes the data collection process. • Begins on a new page following the Review of Related Literature. • Has an appropriate APA Level 1 heading to identify the chapter. • Has an appropriate APA Level 2 heading to identify each section. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	50
Findings	<ul style="list-style-type: none"> • Begins on a new page following the Methodology. • Has an appropriate APA Level 1 heading to identify the chapter. • Make sure your 2 graphics are formatted in accordance with APA guidelines. 	20
Summary	<ul style="list-style-type: none"> • Reiterates the problem statement. • Reiterates the study methodology. • Begins on a new page following the Findings. • Has an appropriate APA Level 1 heading to identify the chapter. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	30
References	<ul style="list-style-type: none"> • Has an entry for each reference cited in text. • Includes entries (four or more) from scholarly or peer-reviewed sources only (See Note 3 below). • Has no entries for references not cited in text. • Begins on a new page following the Summary. • Has an appropriate Level 1 heading. • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Follows APA guidelines for content and format of each entry. • Is free from errors in text entry (typos), 	50
Follows APA (overall)	<ul style="list-style-type: none"> • Has the cover letter written to accompany the study questionnaire (Appendix A) – if applicable. • Has the questionnaire used in data collection (Appendix B) - if applicable. • Has an appropriate APA Level headings • Follows APA guidelines for running head, page number, paragraph indents, text alignment, and line spacing. • Written in 3rd person! • Follows APA guidelines for content and format of citations in text. • Is free from errors in text entry (typos), grammar, and usage. 	50

Note 1: The overriding criterion is original work and authenticity. If it is determined that the paper is not an original work and/or the paper is not the work of the student, a grade of 0 will be assigned to the paper.

Note 2: A paper must be submitted to the dropbox and must have a turnitin score of 25% or less. Because many of you are using paper 1 in your paper 2, I will look at each % individually, taking into account paper 1. A paper with a Turnitin score greater than 25% will be looked at carefully. Any paper over 50%, after paper 1 is taken into account, will receive a 0.

Note 3: Maintain documentation to show that each reference is from a scholarly or peer reviewed source.