

## Campus:

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# **Instructor Contact Information:**

Mali Burgess, CMT, PhD

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# EMP 775: Research, Writing and Mentorship (3 credits)

#### DESCRIPTION

This course provides individualized support, guidance, instruction, and mentorship for general research and writing. The course is available to those refining their writing skills, researching topics of interest, in need of conceptual organization and formatting guidance, and seeking mentorship support.

#### **COURSE DELIVERY STYLE**

Distance Education - Coursework is completed at a location determined by the student utilizing a computer that has the ability to play audio and video clips, with Microsoft Office Word, Excel, PowerPoint, Adobe Reader, along with a current web browser, internet connection and email address. Contact and communication with distance students is typically conducted by telephone, Internet, Skype, text chat, and email. Students are also encouraged to contact the University by facsimiles, and postal mail, and by personal visit to the University.

All lessons, coursework and papers must be copied to lessons@energymedineuniversity.org from both the student and professor.

## Communicating With Instructor

Telephone Contact: Students should arrange all telephone communications with the instructor by email beforehand. An initial phone contact to clarify course objectives and develop a schedule should be made prior to beginning the course. This contact should be scheduled within the first week of commencement of the semester. After this, telephone communication can be arranged with instructor. All telephone calls will be at the student's expense.

Email Contact: Reflection on and questions about the coursework papers should be addressed via email monthly or as needed. Students are always encouraged to contact the instructor via email whenever a problem arises.

Topics: General research, writing, conceptual organization, academic writing skills, general academic coaching.

Texts: Texts will be determined on an individual basis.

Grading: Reading required texts and readings – 20% Course written assignments – 20% Essay examination/final paper – 60%

Using this technique, there will be 100 points assigned to the course. Final semester grades will be calculated as follows:

92-100 points = A range 86-91 points = B range 80-85 points = C range 70-80 points = D range Under 70 points = F