

Writing and Submission of Papers

(Revised 1-3-11)

The professional nurse must communicate effectively. The RN to BS in Nursing Program integrates communication, including academic writing, throughout the curriculum. Unless instructed otherwise, students should use the current APA Publication Manual as the style guide for written papers submitted as assignments in the Program. All written assignments should be keyboarded in Microsoft Word and submitted in a digital format designated by your instructor. Assignments will be evaluated and returned electronically.

Effective academic writing is an outcome of this program. Plagiarism is the reproduction of the words or ideas of another party without proper citation of the source of the information. Avoid copying the words from another source for your assignments. Any assignment submitted with plagiarized contents will receive a grade of zero and result in a filing of a Notification of Academic Misconduct form with the Office of Student Standards.

In 1990 Eastern Illinois University Council on Academic Affairs laid the framework for the current Writing Across the Curriculum Program (WAC). It was started as a response to faculty concern for our students' writing abilities. All students are required to submit 3 papers to Eastern Illinois University's Electronic Writing Portfolio (EWP). The nursing program provides opportunities for document submissions to the EWP with prior faculty consultation.

In addition to the EIU Electronic Writing Portfolio, the nursing program requires that students submit a portfolio of specific assignments. Students are strongly encouraged to back up all written work and retain graded assignments for inclusion in this NUR 4604 Professional Seminar portfolio. Saving an electronic copy helps assure that the assignment is available for inclusion in the portfolio. The portfolio is submitted in an electronic format.

Electronic Writing Portfolio

www.eiu.edu/~assess/ewpmain.php

What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern's undergraduate program, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of students' writing to ascertain that Eastern's students are meeting that goal. Completing the EWP is a graduation requirement of all undergraduate students.

What does Eastern consider effective writing?

Competent writing at Eastern displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

What courses are eligible for paper submissions?

Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Before you submit from any course, it is a good idea to discuss your plan to submit with your instructor.

What kind of papers may be submitted?

1. The paper must be at least 750 words in length (approximately 3 pages).
2. It must be written in standard English.
3. It must be developed in a manner consistent with the demands of the discipline for which it was written.
4. It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted.
5. Submissions may not be creative pieces, such as poems, short stories, or plays.

When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned **60 credit hours**. If you do not, a registration hold will be placed on your record at 75 hours.

The third and final submission must be submitted by the time you earn **105 hours**. A registration hold will be placed if this deadline is not met.