

Style Guide for Written Work and Research

NAZARETH COLLEGE
School of Education

While enrolled in the School of Education students will be expected to write on a variety of topics, in various professional formats, both formally and informally. Writing is a learning experience in which students follow guidelines of the instructor and the course assignment. This style guide has been developed to support students around five main areas of writing: Conventions of Writing; Academic Integrity; Professional Ethics of Confidentiality; Attribution for Professional Writing; and the Evolution of Original Work. These areas not be considered discrete or siloed. Writing is fluid and dependent upon the purpose for writing, the audience, and the expectations of the instructor.

Conventions of Writing

The expectation is that students' writing will be structured in such a manner that it provides organizational guidance for the reader. Language use and word choices should demonstrate that the student's writing was constructed for the intended audience. Alternative discourses and/or vernaculars are acceptable. The manner in which any alternatives are accepted has to do with the purpose, audience, and expectations of the instructor.

Academic Integrity

As defined in the College Catalogs:

"Academic dishonesty" is understood as any act of deceit bearing on one's own or another's academic work, where "academic work" is understood to mean any activity pertaining to the educational mission of the College. Such acts include, but are not limited to, plagiarism in any form and the use during an exam of information or materials not authorized by the instructor for such use.

The School of Education abides by the Nazareth College policy on Academic Integrity. The graduate catalog, in full, can be accessed at: <http://catalog.naz.edu/index.php> (go into "Academic Policies and Procedures" and click on "Academic Integrity")

The undergraduate catalog, in full, can be accessed at: <http://catalog.naz.edu/content.php?catoid=84&navoid=2265#AH> (go into "Academic Policies and Procedures" and click on "Academic Integrity")

Professional Ethics of Confidentiality

Confidentiality is an ethical practice as well as a legal responsibility under the Family Educational Rights and Protection Act (FERPA) for all educators. Nazareth College students are expected to refrain from using any identifying information about children with whom they work during any field experiences. This expectation pertains to coursework, any social media, and all conversations outside of educational meetings. The use of images of children for professional purposes (i.e. portfolios, edTPA) must have the explicit permission of a child's legal guardian and be in accordance with the policy of the local school district/agency. Nazareth College permission forms can be found at the end of this document.

Attribution for Professional Writing

In education there are many forms of writing. There is research, assessment reports, report cards, IEPs/504 plans, lesson plans, instructional and professional presentations, and a variety of standardized forms and assessments that need to be completed, to name a few. Given the accessibility of information through technology and other media resources and the range of writing formats, methods of attribution can vary. The expectation is that all work that is not original needs some level of attribution. These levels range from the accepted American Psychological Association (APA) Manual as the most formal, to a simple "adapted from" statement. The appropriate level of attribution is up to the discretion of the course instructor and dependent upon the nature of the work.

The Evolution of Original Work

Research, writing, academic thought and instructional planning are approached as reflective practices and not static works. The curricula of the education programs are structured so that content sequentially builds and intersects from one course to another. Such a structure can allow for one's work to evolve over the course of a semester, from one course to another, or throughout her/his entire program. It is recognized that a student's original work may be reintroduced as foundational for subsequent assignments. In no way is this license for a student to "double dip" and use the same piece of work for two different assignments. The reuse of a student's work is up to the discretion of the course instructor and dependent upon the nature of the work.