

Writing Assignment #2 and #3 Instructions

General Information

Assignment Worth 155 points

Components of Writing Assignment

Part I: Overview of Emotional Intelligence Related Topic or Subtopic
Present basic overview of topic/subtopic

Part II: Link to the Workplace – or – Employee Success
Students identify connection between EI and the workplace

Part III: Opinion Statement on Topic
Students exhibit critical thinking on Parts I and II

USE THE TEMPLATE when developing the writing assignment. All papers should be formatted EXACTLY the same according to the order of the parts noted above and on the template.

There is only 1 area of the paper where opinions should be shared: Part III.

Word Limit

The maximum length for this assignment is 1,100 words broken down in the following way:

600 words: Overview

250 words: Connection to the Workplace

250 words: Opinion Statement

Citations for the resources used to develop parts I and II do not count toward the word limit. Neither do the section headings (Part I: Overview, Part II: The Workplace: Part III: My Opinion)

Resources

A MINIMUM of 4 resources are required.

Students should be able to discern a high quality resource from “Internet junk” and “Emotional Intelligence related junk.” The quality of resources one uses is graded (see grading rubric.)

Some resources are available for student use on the Writing Assignment #2 and #3 Resources page.
(NOTE: These resources are cited in APA format.)

Depending on the topic and the perspective on which the student chooses to develop the paper, there may be resources within the CREIO website, the RUOnline library and websites hosted by theorists such

as David Caruso, John (Jack) Mayer and Daniel Goleman.

I am happy to assist you with thinking of locations that may have the resources associated with your topic and perspective you are bringing to the presentation of the topic beyond what I have already offered on the Resources page.

Citations

As students are developing Part I and II, they should be keeping track of the original sources that have provided the concepts being shared.

Students should come to this course with knowledge of when and how to offer both in-text and bibliographic citations.

In review:

- **In-Text**

No portion of Part I (Overview) or Part II (Link to Workplace/Employee Success) should be based on a student's opinion. These areas are short literature reviews of the topic chosen, from whatever perspective the student chooses.

Given that theories, facts, statistics, research findings, common or novel practices and possibly the opinion of others are featured in Part I and Part II, *not the opinion of the student*, **all contents need to be attributed to the original source within the text.**

This attribution is offered in the form of a simple notation of the source.

Examples:

(Smith and Jones, p. 476) – print material

(Hernandez) – If no page is available, for example, Internet information, video

- **At the End of writing assignment**

There is a set area for the bibliography. It is titled Resources in the template.

In alphabetical order of the author's last name offer a proper citation of all resources that were noted in Part I and Part II.

Any citation style is acceptable. Citation guides are available on the Writing Assignment #2 and #3 resources page. If a student doesn't know how to cite a resource, it is the student's responsibly to use the resources provided.

Do not mix citation styles!

DO NOT PLAGERISE. See syllabus how plagiarism is addressed in this course.

To avoid the hefty consequences of plagiarism in this course: See the resource Plagiarism: Identifying and Avoiding located in the Course Home module.

Use of Quotes

The paper should be written in a student's own words. Use quotes sparingly – and – not to communicate a key point. Students are being graded on their level of knowledge and accuracy of the information within the paper – not their ability to string quotes together to create Parts I and II.

Use quotes to offer an example or to support a concept, fact, etc., that has already been stated in the student's own words.

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Instructions by Writing Assignment Section

Part I: Overview of Emotional Intelligence Related Topic or Subtopic

Acquire in-depth knowledge about the topic of choice.

1. Acquire and review resources.
2. Reflect on facts, theories, and opinions that are components of the resources gathered. (Associated, of course, with emotional intelligence and your topic of choice.)

Ask yourself:

What is this topic/subtopic all about?

What basic information should be communicated?

Is there any more specific/details about the topic/subtopic that should also be communicated?

From the investigation on the topic/subtopic develop an overview of interesting issues and noteworthy facts/theories/ideas associated with your chosen topic/subtopic.

Best Practices:

1. Write a rough draft first.
2. Edit your draft. Make sure the information you want to communicate about the topic is accurate, well organized, and well communicated. Do not offer any opinion statements in the overview: the overview is "just the facts!"

Part II: Link to the Workplace – or – Employee Success in the Workplace

You may find material that will best be placed in this section when engaged in the basic research on your topic/subtopic. When you come across information on how your topic/subtopic is linked to either the contemporary workplace – or – employee success within this workplace, set it aside for offering background information in the Part II area.

Share your knowledge of the link between the aspect of EI that you've chosen and the workplace or worker within the workplace.

1. Review your work.
2. Make sure the information you want to communicate about the link between the workplace and your topic is accurate, well organized, and well communicated. Do not offer any opinion statements in this area either!

Part III: Opinion Statement on Topic

Part III is the location where students can place **well considered opinions on the topic/subtopic they have written about in Parts I and II.**

Reflect on the contents you've developed for the overview as well as the connection of the topic on the workplace or the employee.

Consider **what you think and what you believe** about one or more of the concepts you've communicated.

Clearly and succinctly **provide statements** that communicates your opinion.

Do not add any new information to this opinion statement – just reflect on what you have written!

End of Writing Assignment

Offer a formal citation at the end of your work for all resources used in development of Parts I and II.

Make sure that the link to the material is part of the formal citation, if you used an Internet resource.