**Assignment Guidelines for writing:**

### DEADLINE: ****April 12th, 2017 -11:55pm - Eastern time (EST) - DO NOT PROCRASTINATE****

**Required Textbook(s) and Resources:**

* Barr and McClellan. (2011). Budgets and Financial Management in Education. (1st ed.). Hoboken, NJ: Jossey-Bass. ISBN: 9780470616208
* McKeown-Moak and Mullin. (2014). Higher Education Finance Research. (1st ed.). Charlotte, NC: Information Age Publishing. ISBN: 9781623964931
* Zumeta, Breneman, Callan and Finney. (2012). Financing American Higher Education in an Era of Globalization. (1st ed.). Boston, MA: Harvard Education Press. ISBN: 9781612501253

Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements.

**- DO NOT PLAGIARIZE**

**-Do not give me fragments, runs ons, vague sentences. Check, check, check - for proper grammer, spelling, and make sure the content is correct, make sure it flows and back up statements with proper examples. Check, before submitting draft – proof read!**

**\*\*In graduate courses, you are expected to support your viewpoints with academic evidence (citing and referencing your sources using APA style. Reference the link** <https://owl.english.purdue.edu/owl/resource/560/01/> **- Use Proper APA Format\*\***

**- APA 6 format throughout (e.g., title page, running head, in-text citations, headings, references) Double spaced, Times New Roman Size 12 font, 1" margins.**

- Quotes must be something that could not have been paraphrased by you (because of its eloquence) The APA manual indicates that page numbers are required for all direct quotes and page numbers are optional for paraphrased material.

* **In addition APA format documents have been attached so that proper APA format is used**
* APA 6th Edition Quick Reference Guide
* Proper APA Style
* APA Formatting
* Basic citation styles
* Introduction to APA Style
* Paraphrasing
* **In addition, I attached a Proofreading Tip file to cover writing style. Your writing must be p**rofessional and appropriate for the target audience. DO NOT use I, we, our, you. Do NOT refer to your paper (ex. In this paper...). USE PROPER writing mechanics, grammar, spelling, sentence structure, etc. Attached is a document called:Proofreading Tips



I want to put emphasis on using *appropriate academic sources, APA formatting, writing clarity, and the ability to synthesize information into a thoughtful and cohesive paper*

**The work must be above average and truly exceptional. The paper:**

1. **It not only fulfills the assignment but does so in a fresh and mature way. The paper is exciting to read; it accommodates itself well to its intended audience.**
2. **The evidence is detailed and used persuasively and where appropriate; citations are used effectively where appropriate and are formatted correctly.**
3. **The organization gives the reader a sense of the necessary flow of the argument or explanation. Paragraphs are fully developed and follow naturally from what precedes them; the conclusion reinforces the reader’s confidence in the writer’s control of the argument. Organizational guides are used as appropriate.**
4. **The prose is clear, apt, and occasionally memorable. The paper contains few, if any, errors of grammar, mechanics, word choice or expression, none of which undermines the overall effectiveness of the paper.**
5. **Try not to write sentences in the passive voice. With the active voice, the subject performs the action. This style can provide more clarity, brevity, responsibility, or certainty than passive voice. In the passive voice, the actions are performed upon the subject by someone or something else. When the subject is more important than the actor, the passive voice is a useful style. If the active voice makes sense, use it.**
6. **Your writing has a clearly defined purpose and it makes a definite point. You are able to supports that point with specific information. The information is clearly connected and arranged and the words are appropriate, and the sentences are concise, emphatic, and correct.**
* **QUALITY:** Review/use the applicable **required resources below** and do your own research to ensure that they create and give QUALITY work.
* **REFERENCES AND IN-TEXT CITATIONS:** You MUST include citations for information cited in the essay. Use APA formatted citations.  You must cite any data or research.
* **BELOW ARE SOME BASICS TO HELP YOU WITH APA:**

**JOURNAL ARTICLE -** [**https://owl.english.purdue.edu/owl/resource/560/07/**](https://owl.english.purdue.edu/owl/resource/560/07/)

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5-13.

**BOOK - https://owl.english.purdue.edu/owl/resource/560/08/**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

**VIDEO - http://libguides.gwumc.edu/c.php?g=27779&p=170348**

Author Surname, First Initial. Second Initial. OR Author screen name. (Year, Month Day {of video post}). *Title of video* [Video file]. Retrieved from URL of specific video.

Norton, R. (2006, November 4).*How to train a cat to operate a light switch* [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs

**CHAPTER IN AN EDITED BOOK - https://owl.english.purdue.edu/owl/resource/560/08/**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

**Note**: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.),*Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

**WEB PAGE**

It all depends on the type of webpage from which you are referencing info. See the following for a helpful list of examples: [**https://owl.english.purdue.edu/owl/resource/560/10/**](https://owl.english.purdue.edu/owl/resource/560/10/)

**READING AND RESOURCES**

Read/review the following resources for this activity:

* Textbook (Barr & McClellan): Chapter 6, 7
* Link: Sagging State Funding Jacks Up College Tuition: <http://www.usatoday.com/story/money/personalfinance/2013/09/02/state-funding-declines-raise-tuition/2707837/>
* Link: US Higher Education Outlook Negative in 2013

**LECTURE:** Contemporary issues, Impact of trends

The challenges of putting together a budget are great. In this discussion you will put yourself in the position of a budget manager to look at the process from a different perspective.

**Course Learning Outcome(s): 2, 6**
2.   Assess factors that drive the cost of tuition.
6.   Formulate practical suggestions for slowing down the rising costs.

**ORDER INSTRUCTIONS:**

What do you think is the biggest challenge in becoming an effective budget manager? How can those challenges be overcome?

**Grading, Assessment, Directions and Requirements for Responses (min 350 words)**

* Using APA format, incorporate appropriate in-text citation(s) referring to the academic concept with corresponding references page for the initial post.
* Meeting the minimum number of words (350) does not guarantee an A; you must present an in-depth discussion of high quality, integrate sources to support your assertions, and refer to peers’ comments in your secondary posts to build on concepts.

**Respond to all questions: • specific • relevant • compelling • related • thorough • length**

Your responses are organized, clear point of view or idea using rich and significant detail. Please make sure that your writing clearly and your writing responds to the questions provided.

**Responses (Engagement): • substantial • organized • PROPER APA references others' work • length**

Please use the OWL Purdue APA pages to assist you in developing your professional formatting and style: [**https://owl.english.purdue.edu/owl/resource/560/01/**](https://owl.english.purdue.edu/owl/resource/560/01/)Provides 2 or more relevant and meaningful responses with clarifying explanation and detail

* **Please make sure that your writing clearly responds to the parts provided – and Please use at least two, cited, scholarly sources. Be sure to include APA references:** [**https://owl.english.purdue.edu/owl/resource/560/02/**](https://owl.english.purdue.edu/owl/resource/560/02/) **Your responses are organized, clear point of view or idea, using rich and significant detail. Your responses are relevant and meaningful with clarifying explanation and detail. Your response draws insightful conclusions thoroughly defended with scholarly evidence (2 or more references) and a rich array of examples. Your responses are easily understood with no errors.**

**Responses (Critical Thinking): • sources • organized • analysis • evaluation**

Draws insightful conclusions thoroughly defended with scholarly evidence (2 or more references) and a rich array of examples

**Responses (Grammar, Mechanics, Style) • language • audience • word choice • clear • concise • APA format**

Responses are easily understood with no Grammar, Mechanics or Style errors. Please use cited, scholarly sources provided. Be sure to include an APA reference list for all sources.