



Research Writing Methods School of
Languages and Literature
Wayland Baptist University
PROPOSED SYLLABUS – Fall 2017
August 21, Nov. 4

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success and service to God and humankind.

RESEARCH WRITING METHODS

Course No: RSWR3345VC03

Time: Various days and times

Place: Online

Term: Fall 2017

Textbook: *Writing from Sources*, Brenda Spatt 9th Edition

Instructor: Professor Debi Hall

Office Email: debra.hall@wayland.wbu.edu

Office Phone: 818 648 9111

Office Hours, Building, and Location: Online or Conference Line or Telephone.

NOTE: Please note that you are responsible for all of the information listed in this syllabus. Students will be held liable for failure to meet requirements stated within the syllabus. It is not the responsibility of the professor to remind the student of information contained in the syllabus

Catalog Description: Instruction in formulating research topics, conducting research, and writing papers that marshal support from secondary sources. Students read, analyze, and interpret research sources, developing in-depth, research-based papers on topics in their academic disciplines.

Prerequisite: ENGL 1301 – Composition and Rhetoric – **These are the skills students are required to have mastered before taking this course:**

1. Apply standard rules and conventions of the English language to written expressions.
2. Summarize the steps and components of the writing process.
3. Compose academic, nonfiction essays or responses in at least four different rhetorical modes or styles.
4. Demonstrate proficiency in writing skills based on the criteria of standard essay structure and English usage.
5. Compose a clear, coherent, unified essay, organized around a single central idea and use a variety of techniques to support your writing.
6. Compose effective thesis statements.
7. Apply basic rhetorical modes: description, comparison, narration, and illustration.
8. Employ the various stages of the writing process, including: brainstorming, outlining, drafting, revising, and editing.

9. Demonstrate understanding of and effective use of paragraph structure, including topic sentences, supporting examples, and transition sentences.
10. Demonstrate effective use of introductions and conclusions.
11. Employ various forms of support for claims; include concrete, significant and specific examples, illustrations, anecdotes, facts and reasons.
12. Read, analyze, and discuss readings with an understanding of structure and mechanics.
13. Identify effective writing techniques in your own essays and in peer writing.
14. Organize and develop essays, demonstrating the ability to write for an academic audience.
15. avoid plagiarism

Required Textbook and Resources: *Writing from Sources*, 8th edition, by Brenda Spatt

Optional Materials: For examples of content, visit <http://www.thehollywoodquarterly.com>. This ejournal features published student writers. Exploring some of those essays can help you understand assignments.

Course Outcome Competencies: Upon the conclusion of this course, students actively engaged in learning will be able to:

1. **Utilize** printed library reference materials, proprietary databases, and Internet resources to locate source material;
2. **Use** borrowed information in a manner that complies with standard academic conventions pertaining to quotation, paraphrase, and summary;
3. **Analyze**, evaluate, organize, and manage the assertions of more than one source or author in order to support your own main point;
4. **Develop** and focus a research topic; and
5. **Write** a research question/proposal, a review of the literature, an abstract, an outline, a summary, a synthesis, and a unified, coherent, complete research paper in proper writing style such as APA, MLA, or Turabian.

The more the student puts into the course, the higher his or her outcome competencies will likely be.

Course Specifics: The Scavenger Hunt noted at the beginning of the course is considered the exam for this course. **Students must successfully complete the Scavenger Hunt before moving forward through the course.** You will be responsible for several writing assignments, and participation in Discussion Boards, Conferences, and viewing Video Tutorials. Credit is also given to students for submitting all assignments in the course, whether discussion boards, registering attendance, or written assignments. In the past, a few students failed to turn in a few assignments because they were of lower percentage weight value in the course. In those cases, points are deducted for failure to complete all work. See Grading for 15% Participation grades shown below.

Course Requirements and Grading Criteria:

- a. Student participation through Discussion Boards, submitting Written Attendance and Submitting All Assignments in a timely manner
- b. Written Assignments:

Grading

Basic Skills Discussion Boards, Chapter Questions, Topic Discussion Boards, Abstract and Outline Discussion Boards and Participation (Weekly Attendance) – 15% **IMPORTANT NOTE:** The Participation Grade also reflects the effort to submit all assignments.

Written Assignments – 85%

Basic Skills My Music Completed Essay = 10%
 Single Source –
 Essay = 25%
 Research Proposal
 – 10% Annotated
 Bibliography –

10%

Multiple-Source Research Paper – 30%

The grading scale of the university catalog is followed in this course: A 90-100%

B 80-89%

C 70-79%

D 60-69%

F below 60%

- **All assignments will be due no later than 11:55 PM CT on the day listed for them to be submitted**
- **Course Deductions for Failure to Submit any Assignment**

If a Discussion Board or Assignment is not submitted, 5 points will be deducted from the Total Weighted Total at the the end of the semester.

Thus, if your final weighted total is 82 (B) but you failed to submit any assignment or discussion board, 5 points would be deducted, making your final score 77 (C)

- **Grading Policy**

Discussion Boards are listed with requirements. Students earn 100% for completed boards and 0% for incompleteboards.

Basic Skills, Chapter Questions, Single Source Essay, Multiple Source Topic Proposal, Multiple Source Annotated Bibliography, Multiple Source Final Essay. One assignment is graded per student. Unlimited attempts

are allowed prior to submission deadline. When the assignment due date has passed, the last submission or submission noted in comment section “Please grade this submission” will be graded. At that point, the assignment is closed, and no further submissions or revisions will be accepted. This is an even playing field for everyone.

A Note About Discussion Boards – Discussion Boards are open at the beginning of the semester. Students submit content on the week assigned. The boards close at midnight on the week due. All discussion board content is submitted in an orderly manner. Students may not jump ahead to a week in the future or attempt to add content to a week that has already passed. Students are shown on the course calendar and in the discussion boards when posting begins. Failure to follow that schedule will result in a zero for that board. In addition, that zero will result in final grade penalties as shown in grade details. Please stay current with your posts. This part of your grade is critical. If you want to continue discussing your topic with a student after the board has closed, you can always set up a thread in the Water Cooler, which remains open all semester.

A Note About Multiple Source Essay Topics:

Students submit a formal topic proposal according to the instructions provided in the course. Students are allowed and encouraged to contact instructor at any time via phone or email prior to the due date for the proposal. After the proposal due date, no further initial topic selection feedback will be provided. Topics must be appropriate, sophisticated topics worthy of university discourse. No topics of intolerance will be accepted under any circumstances. All topics are subject to instructor approval. No essays submitted that contain intolerance will be graded. Please check with instructor prior to submission to be sure the proposed topic is appropriate.

Overdue Penalties

This is critically important. *Each student is allowed one excused late submission..* The late submission applies *only* to Chapter Questions, Single Source Essay, Topic Proposal, Annotated Bibliography. All other submissions are to be submitted on time. That one late submission allows the student 24 extra hours to complete and submit the work. Regardless of excuse, late assignments thereafter will be reduced by 10 percentage points for each class day the essay is late. After the third class day, the student will receive a “0” for the assignment. Choose wisely when your one excused

late submission will be. Plan ahead for problems which might arise. **Students need to advise instructor at least 3 days prior to late submission for approval**

Academic Honesty: You are expected to submit original work in this class. This means the work you submit for this class cannot be from another course. Further, plagiarism in this course will not be tolerated. Plagiarism is constituted as stealing words or ideas from another source and passing them as your own. Since this class specifically focuses on research, you should be especially conscious of attributing your sources. Students who plagiarize or recycle work in this class will receive a zero for the assignment and will be subject to university policies regarding plagiarism.

Plagiarism Policy

Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations, or examination materials, forgery, or plagiarism (See WBU catalog). Cheating in this class at any time will result in an immediate grade of F for the class.

NOTE:

Please note that you are responsible for all of the information listed in this syllabus. Students will be held liable for failure to meet requirements stated within the syllabus. It is not the responsibility of the professor to remind the student of information contained in the syllabus.

Attendance Policy

This is a 3 semester hour University class and you are expected to attend class. Attendance is recorded by coming into the classroom, working with course materials, interacting with classmates in the discussion boards, checking in every Monday and turning in assignments. Each activity click is recorded in Blackboard.

Monday Attendance – Each Monday of the semester, by midnight, students check in the Discussion Board attendance thread and register attendance and understanding of the week's assignments. For example, a student might write: This is Debi Hall and I know that the short expository essay is due this Sunday. The attendance board registers directly to the grade center, and student attendance is credited. If a student has a question, email the professor directly at debra.hall@wayland.wbu.edu

Non-Attendance Consequences:

Any student who does not participate in the weekly student discussions on the Discussion Boards, conference, or assignments will be considered absent for the week. Two absences may constitute a failing grade. Any student who does not participate for two weeks will receive a ROUP notification and may receive an "F" for the course.

Additionally, in this class, you are required to be self-motivated and active in completing all of the assignments by the assigned due date.

Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations."

Course Requirements and Criteria

"Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to

the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

Tutorial Videos A number of tutorials that I have recorded are required. Other tutorials are optional and suggested for study. Students are required to watch all of the videos. Each week contains an overview tutorial. There are others for research etc. These videos help students navigate the course and assignments.

Expectations, Communication, & Other Information:

First and foremost – I want this course to be interesting and enjoyable for my students. You are encouraged to write essays on subjects that interest you. I encourage everything from relevant political topics to literary criticism to film study.

While the nature of an online course allows students to work at their own pace, you are expected to keep up with the course materials weekly. *Please note, this is not a self-paced course.* This means that you should keep up with the readings and discussions posted each week and are responsible for turning in any assignments by the posted due date. Students who get behind in the weekly requirements will likely not do well in the course. Remember, also, that your attendance for the course is measured by your participation in the weekly discussions and/or conferences.

Announcements and important information will be posted on the Blackboard site. Be sure to check the site often. Additional information may be sent to your WBU emails, so make sure you’ve set up a WBU email and are checking it often.

Answers to questions about topics require a phone call or email at debra.hall@wayland.wbu.edu. I receive all email on my phone and can get an answer to you quickly.

To accommodate the past requests and preferences of my students, assignments are generally due on Sunday (last day of each week of the term). Note: Frequently, delays arise for any number of reasons. **Always check the Announcement Board (a copy of which is sent to you) as well as your Blackboard calendar for up to date Due Dates.** However, although the homework assignments and major assignments are due on Sunday this does not mean you should wait until the end of the week to think about them, particularly if you need help from me. I also strongly recommend you use the Writing Center. There’s a link available in our Bb course. Be aware, too, that using the Writing Center resources likewise requires that you plan ahead for your assignments and your assignment questions. A successful student likely does not wait until Sunday night to begin the week’s work.

If ever you have a major life event that will affect your participation in the course, it’s imperative that you communicate with me as soon as possible. I try to work with students, but I can be more flexible and gracious if you tell me in advance rather than after the fact. In an online course, communication is *key*. Try as we all do to make sure instructions are clearly written, I realize that students often need clarification. As I mention above, I cannot help you if I do not know you’re struggling.

That said, like most of my students, I realize you probably work full time, have a family, and juggle other courses and commitments. However, this is a 3000-level course, which means it ought to challenge you more than your previous courses. RSWR is also a writing-intensive course, so be prepared to write weekly. If life’s current restraints mean you cannot fully concentrate on the course’s requirements, then you might consider taking RSWR at another point in your studies.

Essay Format

Format for all essays – Your information in the upper left corner -10 points if this is omitted from all submissions other than discussion boards

Your Name
Course Information
Date

Word Count (Essay only, not Works Cited there is a deduction of 10 points if Word Count is not included for every assignment other than discussion boards)

Title




Essay begins here as assigned. For expository multiple source essay project, an Abstract will go here. For other assignments, essay begins here. 2.0 space, 12 font, 1" margins

Follow writing in MLA instructions found in course tabs.

Works Cited is included for Basic Skills My Music, Single Source Essay, Annotated Bibliography, and Multiple Source Essay. In MLA8 Format

Scroll Down for Calendar

Week	Topic	Textbook/OnlineReading	Assignment	Due Dates
Week 1 August 21 - 27	Scavenger Hunt Quiz	Study Chapter 1 In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Scavenger Hunt Quiz	Scavenger Hunt Quiz Due by Thursday, August 26 Noon Disc Board Due Sunday
Week 2 August 28 – Sept. 3	Basic Skills Review Review of basic writing skills and introduction to critical thinking and writing skills	Study Chapter 1 In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Basic Skills My Music – Discussion Board and Course assignment	Basic Skills My Music Due Sunday Sept. 3 11:55pm Disc Board Due Sunday
Week 3 Sept. 4 - 9	 Campus Closure – LaborDay Chapter Exercises	Study Chapters 2-5	Chapters 1-3 Complete Exercises on p. 43 -44 p. 60 p.149 Be sure to follow course directions for complete answers to exercises	Chapters 1-3 p. 43 -44 p. 60 p.149 September 12 11:55 pm Note due date extended for holiday Disc Board Due Sunday
Week 4 Sept. 10 - 17	----- Single Source Essay	The Single Source Essay – Textbook Chapter 5 In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Single-Sourced Essay Begin Topics Discussion Board	--- Single- Source Essay Due Sept. 17 11:55 pm Begin Topics Discussion Board
Week 5 Sept. 18 - 24	Research Proposal	Chapter 6 and 7 Follow instructions found in PDF for proposal In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Formal Research Proposal Complete Topic Discussion Board	Research Proposal Due Sept. 24 Topics Disc Board Due Sunday 11:55 pm
Week 6 Sept. 25 – Oct. 1	Annotated Bibliography	Writing the Multiple Source Essay Chapter 8 and 9 Bibliography materials in the classroom as well as Chapters in the textbook. In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Annotated Bibliography	Work on Bibliography and Create a working Abstract for the research paper Disc Board Due Sunday 11:55 pm

Week 7 Oct. 2 – Oct. 8	Annotated Bibliography Due	Chapter 10 In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Complete Annotated Bibliography	Annotated Bibliography Due Oct. 8 11:55 pm
Week 8 Oct. 9 - 15	Essay Outline submitted to Discussion Board for Peer Feedback	Continue working on Research Essay In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Create outline	Work on Outline and submit to the discussion board area for peer review
Week 9 Oct. 16 - 22	Submit Abstract in Discussion Board area only. Peer feedback section of the course.	Complete draft of the abstract and submit to Discussion Board for Week 9 Give feedback to other students as directed in DB details. Consider feedback given to you.	Draft of abstract	All Discussion Board submissions and feedback for Abstract and Outline Due by Oct. 22
Week 10 Oct. 23 - 29	Multiple Source Essay Submission includes <ul style="list-style-type: none"> • Outline • Abstract • Essay • MLA bibliography (without annotations) 	Review and edit Research paper In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Complete Research Paper	Revise and polish Research Paper
Week 11 Oct. 30– Nov. 4	Multiple Source Essay	Chapter 11 p. 428 Review In addition to information located in the textbook, you will find course materials, tutorials and examples in our virtual classroom.	Check all content and submit Outline Abstract Essay Bibliography	Final Multiple Source Essay Due on Thursday November 2 by 11:55 pm

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