



Research Writing Methods School of  
Languages and Literature  
Wayland Baptist University  
PROPOSED SYLLABUS – Fall 2 - 2022  
October 10 – December 10, 2022

*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:** RSWR3345VC01

**Time:** Various days and times

**Place:** Online

**Term:** Fall 2 - 2022

**OPTIONAL** Textbook: A Writer's Reference

ISBN: 9781319122843

NOTE: The virtual classroom contains tutorials and study materials. If you choose to purchase the textbook, you may certainly do so. The course calendar includes reference page numbers corresponding to the Spatt text. If you believe that the study materials contained in the classroom are sufficient, you are not required to purchase the text book.

**Instructor:** Professor Debi Hall

**Office Email:** [debra.hall@wayland.wbu.edu](mailto:debra.hall@wayland.wbu.edu)

**Office Phone:** 855-500-9911

**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

**NOTE: THERE WILL BE ONE 20 MINUTE ZOOM MEETING IN WEEK 2.  
THERE WILL BE TIME SIGN UPS.**

**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

**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

**Brush Up Skills Assignments, Basic Skills Discussion Boards, 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%**

Writing Developed Paragraph My Music = 10%

Single Source – Essay 15%

Research Proposal – 10%

Annotated Bibliography 10%  
Multiple-Source Research Paper – 30%  
MIDTERM EXAM – 10%

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, the grade entered will be -3

A negative grade will affect the weighted total

- **Grading Policy**

*Discussion Boards* are listed with requirements. Students earn 100% for completed boards and -5% for incomplete boards.

*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](mailto: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](mailto:debra.hall@wayland.wbu.edu). I receive all email on my phone and can get an answer to you quickly.

**Email Policy: Please do not ever send an attachment of any kind in an email.** No attachments will ever be opened. Please do not email with questions about format, basic essay writing skills or any other information considered prerequisite for this course. In the Start Here menu, you will find a tutorial explaining exactly what is considered a prerequisite skill for this course. Do send emails about topic development, a pdf that you cannot open, a video that you are unable to see. Those are appropriate emails. While all emails are answered, any emails that ask about content in the course will be answered with a directive to the location of that information.

Students are responsible for studying all course content contained in the online classroom.

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.

### **Student Privacy**

I absolutely insist on the privacy of my students. It is not my place, nor is it your responsibility to provide any personal details about your lives. If you need a 24-48 hour extension on any one assignment (except Midterms or Final Essays at the end of the semester), you are free to send a 2 sentence email at least 24 hours before the assignment is due. Simply write the following:

My name is, and I am in your. The assignment is due Sunday by midnight. May I please have until Monday midnight to complete this assignment? I understand that, by turning in my work late, I will not be penalized, but I will have to wait for the work to be graded.

Signed, \_\_\_\_

I know you have a good reason for this need, and it is not appropriate for me to ask for any details about your circumstances. For your part, please do not email me with details of your private life so that I can protect your privacy.

### Essay Format

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

Any work submitted that does not include name and course information will receive a 0. Submitting work to the university without a name is not gradable.

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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 October 10  MANDATORY ZOOM MEETING – SIGN UP 20 MINUTE MTG.	<b>Scavenger Hunt Quiz</b>	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Scavenger Hunt Quiz</b>	<b>Scavenger Hunt Quiz FUN Exercises -</b> Due by <b>October 15 Midnight</b> <b>Disc Board Due Sunday</b>
Week 2 October 17	<b>Basic Skills Review</b> Review of basic writing skills and introduction to critical thinking and writing skills	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Basic Skills My Music – Discussion Board and Course assignment</b>	<b>Basic Skills My Music</b> Due Sunday <b>October 23 11:55pm</b> <b>Disc Board Due Sunday</b>
Week 3 October 24	<b>Single Source Essay</b>	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Single Source Essay</b>	<b>Single Source Essay Due</b> <b>October 30 11:55 pm</b>
Week 4 October 31	<b>MIDTERM EXAM</b>  <b>Topic for Multiple Source Essay</b>	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Topic Focus</b>  <b>MIDTERM EXAM</b>	<b>Topic Discussion Board</b> Due Nov. 6 <b>11:55 pm</b> <b>EXAM Due Sunday Nov. 6 by 11:55 pm</b>
Week 5 November 7	<b>Multiple Source Essay</b>  <b>Research Proposal</b>	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Formal Research Proposal</b>  <b>Complete Topic Discussion Board</b>	<b>Research Proposal Due</b> By November <b>13</b> <b>Topics Disc Board Due Sunday 11:55 pm</b>
Week 6 November 14	<b>Annotated Bibliography</b>	All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed	<b>Annotated Bibliography</b>	<b>Annotated Bibliography Due Sunday, November 20</b> <b>Disc Board Due Sunday 11:55 pm</b>

<p><b>November 22</b></p>	<p><b>Campus Closure Thanksgiving</b></p> 			
<p>Week 7 November 28</p>	<p><b>Essay Outline</b> submitted to Discussion Board for Peer Feedback</p> <p>Submit <b>Abstract</b> in Discussion Board area only. Peer feedback section of the course.</p>	<p>All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed</p>	<p><b>Create outline</b></p>	<p><b>Work on Outline</b></p> <p><b>Work on Abstract</b></p> <p>and submit to the discussion board area for peer review by Sunday, December 4 11:55 pm</p>
<p>Week 8 December 5</p>	<p><b>Multiple Source Essay Submission includes</b></p> <ul style="list-style-type: none"> <li>• <b>Outline</b></li> <li>• <b>Abstract</b></li> <li>• <b>Required Images/Graphs</b></li> <li>• <b>Essay</b></li> <li>• <b>MLA bibliography (without annotations)</b></li> </ul>	<p>All required materials are in the classroom Weekly Module Study Documents Folder. <i>The Writers Reference</i> Optional Textbook is available to you as an additional writing resource to use as needed</p>	<p><b>Complete Research Paper</b> <b>Check all content and submit Outline Abstract Essay Bibliography</b></p>	<p>Revise and polish Research Paper <b>Final Multiple Source Essay</b> <b>Due on December 10 by 11:55 pm</b></p>



**REMEMBER THIS IS A FLEXIBLE SYLLABUS SUBJECT  
TO CHANGE**

**END DOCUMENT**