



**Research Writing Methods School of
Languages and Literature
Wayland Baptist University
SYLLABUS – Winter 2019/20
November 11, 2019 –
February 15, 2020**

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: Winter 2019/20

Instructor: Professor Debi Hall

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

Office Phone: Set up via email

Textbook: *Writing from Sources*, 9th edition, by Brenda Spatt

Office Hours, Building, and Location: Online, email or Telephone.

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*, 9th 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 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.

NOTE: Failure to submit any assignment will result in a -3 grade. There is no such thing as a 0 here. If students complete the work and include name, course information, date and word count, a grade will be given. If students do not complete any assignment, that grade will show as a -3. This will definitely affect student's weighted total.

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

Assignment Submission, Discussion Boards and Participation (Weekly Attendance) – 10%

IMPORTANT NOTE: The Participation Grade also reflects the effort to submit all assignments. If a Discussion Board or Assignment is not submitted, 5% will be deducted from the Total Participation Grade at the end of the semester. Thus, if your Participation Grade is 100%, but you failed to submit any board or assignment, that grade would drop to 95%. That deduction will be calculated into your final grade.

Formal Written Assignments – 85%

- My Music Essay – 10%
- Chapter Exercises 5%
- 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.**

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. 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.

Overdue Penalties

This is critically important. *Each student is allowed **one** excused late submission.* The late submission applies to the short narrative and short expository essays. All other essays 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. ***Clear late assignment at least 12 hours before the due date.***

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.”

Tutorial Videos All youtube tutorials that I have recorded are required. Students are required to watch all of the videos. 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. If you do not receive a response to an email within 24 hours, please assume that email was not received. It is the student’s responsibility, in those cases, to either call or email the query again.

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.

Due dates for assignments are noted on this syllabus and confirmed in the Announcement section of the course.. 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 as best I can, 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 submissions **Your information in the upper left corner**

Your Name

Course

Information

Date

Word Count (Essay only, if no word count is included 10-100 points will be deducted.

NOTE: Essays only require a title image.

Title of Essay Here

Next, insert an image that represents the totality of the essay

Do not ever use a logo or poster for the title image -10-50 penalty

Tentative Schedule:

Please note that these due dates are subject to change

Scroll Down for Calendar

Week	Topic	Textbook/OnlineReading	Assignment	Due Dates
Week 1 Nov. 11 - 17	Scavenger Hunt Quiz	The Single-SourceEssay Topic Narrowing	Scavenger Hunt Quiz	Scavenger Hunt Quiz Due by Nov. 17 Noon Water Cooler Disc Board Due Sunday
BREAK Nov. 18 - 24				
Week 2 Nov 25 – Dec. 1	Basic Skills Review	Locating Sources Interviewing and Field Research	Basic Skills My Music	Basic Skills My Music Due Sunday Dec. 3 11:55pm Disc Board Due Sunday Dec. 2
Week 3 Dec. 2-8	Exploring the Textbook	Chapter Work Study Analyzing Author’s Logic Integrating Academic Sources Using Visuals in Essays,	Follow pdf guide for Textbook Exercises on pages 43-46 60-61 and 147-49	Chapter Textbook Work Dec. 8 11:55 pm Note due date extended for holiday
Week 4 Dec. 9-15	Single Source Essay	Chapter 5	Single-Sourced Chapter 5 study use PDF instructions	--- Single- Source Essay Due Dec. 16
Winter Break 12/19 – 1/2/2020				

Week 5 Jan. 2 - 5	Proposal	Chapter 7 See pdf in course for Topic Proposal Format Template	Research Proposal	Research Proposal Due by Jan. 12 Topics Disc Board Due Sunday
Week 6 Jan. 7-13	Annotated Bibliography	For information regarding Abstracts, see course tab All About Abstracts	Annotated Bibliography	Discussion Boards Weeks 6-9 and Weeks 8-10 in Progress Work on Bibliography and Create a working Abstract for the research paper
Week 7 Jan. 13 - 19	Annotated Bibliography 	Chapter 10 Annotating your Bibliography Course information in Week 6 folder	Complete an Annotated Bibliography	Annotated Bibliography Due Jan. 26
Week 8 Jan. 20-26	Essay Outline	Continue working on Research Essay Course information on outlining	Create outline	Work on Outline
Week 9 Jan. 27 – Feb. 2	Abstract discussion and submission in Discussion Boards for Week 6-9	We are now in the Discussion board phase of the Multiple Source Essay. Choose discussion group to join and submit abstract for peer review. This process continues until Feb. 11. See Discussion Boards for Details	Polish Abstract for Peer Feedback in Discussion Boards	Discussion Boards for Abstract (6-9) and Outline (8-10) submission and feedback Due by Feb. 10
Week 10 Feb.3-9	Complete Research Argument Essay	Review and edit Research paper	Complete Research Paper	Revise and polish Research Paper
Week 11 Feb. 10 - 15	Multiple Source Essay due	Chapter 9 Review	Check all content and submit: Outline Abstract, Essay, Works Cited in one long Word Document	Final Research Paper Due on Feb. 14 by Midnight

End Document

