

Research Writing Methods
School of Languages and Literature
Wayland Baptist University
SYLLABUS – Summer 2016
May 23 - Aug. 6, 2016

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: RSWR3345 VC03

Time: Various days and times

Place: Online

Term: Summer 2016

Instructor: Professor Debi Hall

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

Office Phone: 818 648 9111

Office Hours, Building, and Location: Online email or ConferenceTelephone to discuss topics.

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 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

Course Requirements and Grading Criteria:

- a. Student participation through Discussion Boards, Collaborate sessions, Wiki
- b. Written Assignments:

Grading

Assignment Submission, Discussion Boards and Participation

(Weekly Attendance) – 20% **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.

Written Assignments – 80%

Single Source – Essay = 30%

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.**

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.

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 A number of Kaltura tutorials that I have recorded are required. 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 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.

Course requirements and grading 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.”

Essay Format

Format for all essays – Your information on the left

Your Name

Course Information

Date

Word Count (Essay only, not Works Cited)

Title



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



Works Cited

In MLA7 Format

Tentative Schedule:

**Please note that these due dates are subject to
change**

Scroll Down for Calendar

Week	Topic	Textbook/Online Reading	Assignment	Due Dates
Week 1 May 23 – May 29	Scavenger Hunt + Basic Skills My Music	The Single-Source Essay (p. 183-217) Topic Narrowing (p. 289)	Scavenger Hunt Quiz Water Cooler	Quiz Due by Thursday, May 26 Noon
Week 2 May 30 – June 5	 Due Dates are extended to allow for holiday	Grammatical Writing Review Locating Sources (p. 298-320) Interviewing and Field Research (p. 320 - 324)	Basic Skills My Music Submission tabs are located in Discussion Board and Week 2 Folder	Basic Skills My Music *Discussion Boards AND *Submission in the Week 2 Folder All Due June 7 by midnight
Week 3 June 6 – June 12	Chapter Exercises Analyzing and Author's Logic Integrating Academic Sources	Chapters 2 – 5 Using Visuals in Essays, p. 423	Chapters 2 – 5 Exercise 6 p. 65 And Exercise 23 on p. 268 Textbook Readings in Discussion Board	Chapters 2 – 5 Exercise 6 p. 65 And Exercise 23 on p. 268 And Discussion Board All Due June 12 by 11:55 pm
Week 4 June 13 – June 19	----- Single Source Essay	Chapter 5p. 183	Single-Sourced Essay p. 210 Begin Discussion Board Topics	--- Single- Source Essay Due June 19
Week 5 June 20 – June 26	Research Proposal	Chapter 7 p. 337 Assignment #9	Research Proposal Complete all posts for Topics in Discussion Board	Research Proposal And Discussion Board Posts Due June 26
Week 6 June 27 – July 3	Annotated Bibliography	For information regarding Abstracts, see course tab All About Abstracts	Bibliography In Discussion Board Area, read all instructions for the boards for Weeks 6-9 and 8- 10. Choose fellow classmate/s to work with during these posts.	Work on Bibliography and Create a working Abstract for the research paper
Week 7 July 4 – July 10		Chapter 10 p. 459 Annotating your Bibliography Course information in Week 6 folder	Complete an Annotated Bibliography Continue working on posts 6-9 and 8- 10 in the Discussion Board area.	Annotated Bibliography Due on the 10th

Week 8 July 11 – July 17	Essay Outline	Continue working on Research Essay p. 403 Course information on outlining	Create outline and submit in Discussion Board area Only	Work on Outline
Week 9 July 18 – July 24	Submit abstract draft in discussion board area	Complete draft of the abstract and submit to Discussion Board for Week 9 Give feedback to two other students. Consider feedback given to you.	All Discussion Board Entries for Weeks 6-9 and 8-10 are wrapping up	Discussion Board submission and feedback
Week 10 July 25 – July 31	Complete Research paper and finalize all discussion boards	Review and edit Research paper	Complete Research Paper Complete all Discussion Boards	Revise and polish Research Paper All Discussion Boards are due by July 31
Week 11 August 1 – August 6	Multiple Source Essay due	Chapter 9 p. 428 Review	Check all content and submit Outline Abstract Essay Bibliography	Final Research Paper Due on August 5 Midnight

