ENGLISH 300 – Writing in the Disciplines

WKU

Spring 2022 – Sections 716, 717, & 718

This syllabus is subject to change and is being provided early to those who register early.

Instructor: Jacqueline Gibbons
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Work Cell: (270) 938-7206
Course Meeting Time: January 18 – May 6
Class Time/Location: The following is a list of all three classes above.

      Section 716: 8:00 a.m. – 8:55 a.m. via Zoom or Blackboard Collaborate
      Section 717: 9:10 a.m. – 10:05 a.m. via Zoom or Blackboard Collaborate
      Section 718: 11:30 a.m. – 12:25 p.m. via Zoom or Blackboard Collaborate

*Zoom or Blackboard Collaborate information and links are provided on Blackboard prior to the beginning of class. Students will need to have a stable connection and must have a microphone and camera for the online synchronous meetings.
Office: Cherry Hall, 7b (basement) – I'm also available by appointment on Blackboard Collaborate & Zoom. Since these are synchronous online courses, my availability on class is limited.
Office Hours: While hours may vary depending on trainings, work-related meetings, and student meetings, generally speaking, the following will be when I'm in my campus office:
Friday: 9:00 a.m. – 11:00 a.m.
Outside of my office hours, I work from home. Please feel free to text my work cell (listed above) between 9:00 a.m. and 6:00 p.m. CST during the weekdays and allow up to 24-48 hours for a response (with the exception of weekends and official university breaks). **Email is the best mode of contact**. Note that any message left on my work cell should include your name, class, and section number as I have multiple classes. If I will be out of town or have no email access for some reason, I'll alert students via Blackboard announcements before it happens unless it's an emergency.

Course Information

Catalog Description

ENG 300   Writing in the Disciplines   3 Hours
Interdisciplinary writing course to be taken in the junior year. Students will read and write about challenging texts from a number of fields. Each student will produce a substantial research project appropriate to his or her chosen field. **Colonnade F-W2 | WC**
Prerequisite(s): (ENG 200 or MLNG 200 or RELS 200 or ENGL 200C or ENG FAH-L or ENG B1-L)
Equivalent(s): ENG 102

Colonnade Learning Outcomes Met by This Course
English 300 helps to fulfill the written communication (WC) Colonnade Foundations requirement. Upon completion of English 300, students will demonstrate the ability to:
1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
2. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare written texts.

3. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response.
4. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.
5. Distinguish among various kinds of evidence by identifying reliable sources and valid arguments.

Important Dates:

- First day of class: January 18, 2022
- Last day to add a class or drop a class without a grade: January 25
- Last day to drop a class with a W: April 5
- 60% point: February 6 (Students who stop attending class or participating in online class before this date should be assigned an FN rather than an F.)

Other Dates of Interest:

- Spring Break: March 14-20. No classes
- Final examinations: January 2-6 (The schedule is available at the following link
  - < sp2022_semester_glance.pdf (wku.edu)>.

Course Text & Other Materials

- (Required) Writing and Reading Across Curriculum, 14th edition by Laurence Behrens & Leonard J. Rosen - ISBN: 9780134668512
  - While I recommend the printed copy, you can purchase the electronic copy as long as you set up the book/have access during class (it will not be set up in Blackboard).
- Paper and something to write with during online class.
- A method to save essays and other work online/on a flash drive.
- Access to a computer with Microsoft Word & PowerPoint (for work/homework outside of class).
- Internet access for online attendance and for work/homework done outside of class.

Blackboard/IT Help Desk – 270-745-7000

Unfortunately, malfunction of technology is not an acceptable excuse for late assignments. The Blackboard help number is provided to students in the event that there are technical problems. When a student contacts the help desk, I typically contact the help desk to get information as well in case there is a technical issue that I need to resolve.
Make Sure You Know How to Use Blackboard

Bb Student User Training

If you have not used Blackboard a lot, or if this is your first online class, I highly recommend signing up for and completing the Blackboard Student User Training. These are basic training modules that even those who have used Blackboard a lot have told me are helpful. To sign up, go to Blackboard and sign in, then click the IT TRAINING tab (top, toward the right, black with white writing). Look for IT Blackboard Student User Training. No points are given to students for completing this training, but it is highly recommended to students who need a refresher or need to learn before class begins.

Getting Started (section on the Blackboard course for this class)

Fully read this section. It contains information about the instructor, course objectives, course setup, and other important course information.

WKU Distance Learning Student Resource Center

You may also want to visit the [WKU Student Resource Center](http://www.wku.edu/online/src/) at this web address (http://www.wku.edu/online/src/).

Plagiarism

Plagiarism is a serious academic offense. The WKU 2021-2022 Undergraduate Catalogue prohibits and defines plagiarism as follows:

Plagiarism—To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism (http://www.wku.edu/undergraduatecatalog/).

Penalties for committing any act of plagiarism may result in a failing grade on the assignment, a failing grade in the course without the option of withdrawal, and/or may be presented to the Office of Judicial Affairs Student Affairs for disciplinary sanctions.

WKU students are responsible for reading, understanding, and abiding by the entire 2021-2022 Undergraduate Catalogue.

WKU Mask Policy

This syllabus is being provided early to students – note that this policy may change in spring 2022. This is the policy for fall 2021.

All students are strongly encouraged to get the COVID-19 vaccine. Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in Kentucky, the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center (SARC): 270-745-5004 (voice), 270-745-3030 (TTY), or 270-288-0597 (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the [Healthy on the Hill website](#) for the most current information.

Writing Center Assistance:

This syllabus is being provided early to students – note that this policy may change in spring 2022. This is the policy for fall 2021.

The Writing Center on the Bowling Green campus is offering **only** remote assistance to writers during the covid-19 pandemic. WKU students may request feedback on their writing via email or arrange a real-time Zoom conference to discuss a paper. See instructions and how-to videos on the website (www.wku.edu/writingcenter) for making online synchronous (Zoom) or asynchronous (email) appointments. Students may also get short writing questions answered via email; just put "Quick question" in the subject line to (writingcenter@wku.edu).

The WKU Glasgow START Center/Writing Center will be offering writing tutoring sessions in synchronous online format as well as in person, by appointment only. More information on how to make appointments and what to expect from your appointment will continue to be posted at https://www.wku.edu/startcenter/.

Program Assessment Notice
As part of a university-wide accreditation study, a small sample of papers will be collected from randomly selected individuals in all ENG 100, 200, and 300 classes this semester. The papers will be examined anonymously as part of a program assessment; results will have no bearing on student assessment or course grades.

Incompletes
Typically, incompletes will not be granted for any Foundations category English course. When extenuating circumstances arise—for example, if a student in the military is deployed or if a student has a personal or medical crisis that comes up toward the end of the semester—the student must discuss the situation with the instructor if possible and the instructor will consider an incomplete. The instructor will only consider an incomplete for students who are in good standing (C or higher) in the course.

Resolving Complaints about Grades

The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. See the Student Handbook, available at http://www.wku.edu/handbook/ for additional guidance.

Title IX Misconduct/Assault Statement
Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://www.wku.edu/policies/docs/index.php?policy=182> and Discrimination and Harassment Policy (#0.2040) at https://www.wku.edu/policies/docs/251.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the report it to the Title IX Coordinator, Deborah Wilkins, 270-745-5396 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Grading & Assignments

Your grade will be calculated using the following scale:
90-100% - A – 1007-1125 points
80-89% -   B – 895 –1006 points
70-79% -   C – 782 – 894 points
60-69% -   D – 670-781 points
0-59% -   E – 0-669 points

Students will be responsible for the following assignments in this class. Please note that any student who does not turn in all major essays indicated below will earn an F in the course regardless of the grade earned on other assignments.
Notes: * Double-check your online average – it is not always correct.
Syllabus Acknowledgement & Blackboard Setup Quiz – 10 points
Final Reflection/Exam– 100 points
Discussion Boards – 150 points
Research Writing Journals – 100 points
*Critical Analysis – 50 points
*Synthesis Paper – 150 points
Annotated Bibliography (10 entries + intro) – 125 points
Formal Proposal – 50 points
Argument Paper Outline – 25 points
*Final Argument Paper – 250 points
Research Presentation – 100 points
Other (classroom activities/group/pair-share) – 65 (point may vary)
Points: 1, 125 (points may vary)
*There is a -10% deduction for students who do not participate in peer-review.
**Only the final grade is rounded up to the nearest 10th. For example, if a student has a final average of 89.5% in the course, the grade will be rounded up to 90%.

Late Assignments: Late assignments are not allowed in this course except for major papers indicated by an asterisk (*) above. The major papers are penalized one full letter grade for every day that they are late. All assignments will be posted on Blackboard as this is an online course. At no time should a student email an assignment to the instructor, even when it is late.

Grading: All formal written essays and exams will receive numerical grades and comments from the teacher. Formal writing assignments are graded based on a rubric. Journal and discussion board assignments will receive either full credit, half credit, or no credit. On the first formal essay, students will receive detailed comments so that the student can ensure future essays are corrected based on feedback.

After the first essay, student must email the instructor at jacqueline.gibbons@wku.edu prior to the due date asking for detailed feedback. Otherwise, comments will be left in the rubric areas as needed. Students must complete all major assignments (all formal essays) in the course to receive a passing grade. This course has a minimum writing requirement, so there will be no exceptions to the aforementioned rule. Final grades are non-negotiable and are based strictly on the student's earned points out of the total possible points. The grading scale is as follows:

90%-100%=A, 80%-89%=B, 70%-79%=C, 60%-69%=D, 59% and below=F

Grading Turnaround

Although grading times will vary, grading may take up to two weeks on any given assignment. Please keep in mind that I read every word of every paper so that I can provide appropriate feedback to help students improve over time. Grades are posted on Blackboard, but the overall average function may be incorrect. Students can take the total points earned and divide them by the total possible points to figure up the grade percentage for the course.

Assignment Information & Submission Information

The following describes the assignments in this course. This may not include all daily/weekly occasion points for classroom activities as they may be added to assist with understanding concepts and/or practicing skills. Note that most assignments must be uploaded in Word (.doc/.docx) unless otherwise specified.

Discussion Boards/Research Writing Journals:

Students will complete a variety of discussion boards and Research Writing Journals (RWJs) including but not limited to discussions about course lectures/reading materials, essay planning, research, and reflection. Students are expected to post initially (before reading other students' posts) and engage with other students to help build connections with and support other students.

Class Discussions/Reflections:

Students will be expected to participate in class discussions and reflective activities. The class discussions are meant to help students reinforce concepts that will contribute to effective essay writing. Some may be referred to as group/pair-share activities.

Peer-Reviews:

Peer-reviews may be in the classroom or via discussion board depending on the assignment. Peer-reviews are used to help students refine topics, restructure thesis statements, plan essays, and provide other supportive feedback for the purpose of planning and revisions. Major papers (Critical Analysis, Synthesis, Explanatory Essay, and Argumentative Essay) will result in -10% off the total score for not participating fully (being prepared with a rough draft, peer-reviewing student papers, and returning peer-review feedback to the students according to directions).

Critical Analysis

The Critical Analysis is the shortest major paper of the semester and requires two sources. It gets a student's juices flowing so-to-speak. This paper will be low stakes and high demand. In other words, students will use this major paper to use proper formatting according to their discipline, to locate/incorporate academic sources, to explore issues in their disciplines, to write according to audience using academic language, and to discuss their discipline, and it will provide an opportunity to explore topics for later use in the course. This paper should be 500 – 700 of content (not counting the references/work cited as content). The paper will be formatted according to students' disciplines.

Synthesis Essay

The Synthesis Essay requires four sources and should be on an approved topic in your discipline/course of study at WKU. A synthesis is a skill that helps students practice integrating sources into an essay and drawing some conclusions/new ideas from the sources. For example, imagine those who wrote a film where they combined two concepts such as Abraham Lincoln and vampire hunting. They took two concepts/ideas and created a new idea. The class will explore how this is done in an academic essay and will be able to use those skills to help them on the final essay of the semester. The paper will be 1000 – 1200 words (not counting a references page – see comments made on this in the area above).

Annotated Bibliography

The Annotated Bibliography is a collection of 10 sources including peer-reviewed/scholarly sources, which are collected along the way toward the course's finish line so that students are armed with researched information for the final argument essay of the semester. The entries of this type of annotated bibliography will include a full citation, short analysis, and summary. The introduction of the paper includes a 300-500 summary of a problem/issue in your field of study and an explanation of the overall reasoning used when choosing the sources to learn more about the issue. Minimum wordcount will be 1200 words. There is a standard format for this (APA) that all students will use for grading consistency (citations will be in the student's assigned format). More details are forthcoming.

Final Argument Essay

The Final Argument Essay is the longest essay of the semester and will likely be an argument for change after exploring an important current/recent issue in your discipline/field of study (depending on how you handle it). This essay assignment includes several parts including a thesis drafting workshop, research workshop, and formal proposal. The essay will be 2500 – 3000 words and will be formatted according to discipline. References never count toward wordcount. Other restrictions will be listed on the rubric of this and every assignment. This paper requires 8-10 sources.

Final Argument Essay Presentation

The presentation of the student's topic and findings will be a 5–10-minute presentation outlining several areas such as the topic, description, what the student found, what solutions/call to actions may be needed to help improve/remedy an issue, and other related information. Students may be asked to turn in a typed transcript of the presentation at that time, but the presentation should be very visual rather than textual.

Assignment Submissions
All formal written assignments will be submitted on Blackboard and submitted to a plagiarism checker. Unless otherwise directed, online submissions should be in .doc or .docx format only and should be turned in on time in the correct assignment folder. I may use tracking changes to provide feedback to students which can only be accomplished in Word (.doc/.docx). Students uploading a document in .pdf will have an automatic -20% applied to the grade. Other formats will earn a failing grade as they cannot be opened (example:.googledocs, .pages).

All formatting for formal papers will be according to the student's program of study. For example, if a student is getting a degree in English, he or she will write a paper in MLA. If a student is a nursing student, he or she will use APA and so on. I will provide information for students on Blackboard. Almost all students in this course will use APA.

Instructor Classroom & Other Procedures

The following are expectations and other information needed for students to be successful in class.

Attendance

Students are expected to attend class via Zoom or Blackboard Collaborate (more information prior to class). They are also expected to participate. Students who are absent cannot earn points for classroom activities and writing activities due by the end of class, they may miss important tips/information, and they may miss labs that may be part of course activities. Showing up is typically the first step toward being successful in any endeavor. Points are assigned to certain activities that are completed during class.

Note that if a student does not attend class for any reason the student should plan to get information from Blackboard regarding assignments. Assignments are due by the due dates. See the late work section of the syllabus for more information. Conditions or activities that fall under the protection of law or college policy will be honored regarding attendance. Please check the student handbook.

Class Disruptions & Respect for Others

Class disruptions are frowned upon and may result in dismissal from the online (synchronous) class. Students are expected to conduct themselves in a professional manner at all times including:

- No use of cellphones during class unless otherwise requested by the instructor. Please let me know if you are stepping away from your computer by sending a personal text to me via Collaborate/Zoom.
- No use of laptops during class unless otherwise requested by the instructor.
- Students should be on time. Students who are late after the first week may not be admitted. It disturbs the other students and I have to stop what I'm doing to admit you. It's simply not fair to others who showed up on time. Any student who "arrives" after an activity has started cannot earn points for it.
- Please be familiar with the student code of conduct in the student handbook as we will adhere to it. Respect for others during debates and conversations during class and online will be maintained. Students who are disrespectful to others may be asked to leave the current class or to drop the class. Students may also be removed by campus security should a student refuse to exit when asked.

Extra Credit

There is typically no extra credit offered in this class.

Syllabus Changes

Inevitably, things happen. Should an update be made regarding information in this document, students will be notified in writing.

Course Schedule

Note that the most up-to-date schedule for the course can be found on Blackboard in the **"Weekly Folders"** section. All due dates are listed in the weekly folders. Note that each folder may have additional supplemental information to help complete assignments. *This schedule is subject to change. Check Blackboard for those changes. Changes are typically made to assist students in mastering the material or to allow more time on a specific project. *Specific readings & supplemental information are listed on Blackboard*

TENATIVE SCHEDULE (does not include class activities)
Week 1
Theme: Orientation, Introductions, Reflections, and Why Write?
Reflection - Discussion Board) #1
Syllabus Review/Quiz
Course Orientation/Blackboard (Bb)
Order/Get Book!
Classroom Discussion/Journal (this is not an RWJ)

Week 2
Theme: Advanced Research, Avoiding Plagiarism, and Topic Generation
Group/Pair-Share Activity #1
Read/Watch (see Bb)
DB #2 – Topics Discussion
RWJ #1: Research & Plagiarism

Week 3
Theme: Thesis Generation & Critical Analysis
Group/Pair-Share Activity #2
Read/Watch (See Bb)
RWJ #2 – Critical Analysis Reflection
DB #3 – Advanced Thesis Discussion
Critical Analysis Peer-Review

Week 4
Theme: Topic, Source Selection, & Introduction to Synthesizing
Group/Pair-Share Activity #3
Read/Watch (see Bb)
Complete DB #4: Synthesis Planning
RWJ #3 – Topic Selection Discussion
Critical Analysis (Final) Due

Week 5
Theme: Synthesis
Group/Pair-Share Activity #4
Read/Watch (see Bb)
Complete DB #5: Synthesis Outline

Week 6
Theme: Synthesis Continued & Annotated Bibliography Introductions
Read/Watch (see Bb)
Group/Pair-Share Activity #5
Complete DB # 5: Annotated Bibliographies
RWJ #4: Academic Writing: Audience, Purpose, and Language
Synthesis Peer-Review

Week 7
Theme: Argumentative Essay Writing & Proposal Writing
Read/Watch (see Bb)
Group/Pair-Share Activity #6
RWJ #5: Preliminary Proposal Reflection
Complete DB #6: Proposal Rough Draft Outline
Synthesis Revisions

Week 8
Break – October 14-17
Theme: Reflection & Direction
RWJ #6: Midterm Reflection
Classroom Writing Workshop
Synthesis Paper (Final) Due (before break)

Week 9
Theme: Proposal & Argument Planning
Read/Watch (see Bb)
Group/Pair-Share Activity #7
Proposal Workshop
Complete DB #7: Proposal Peer-Review/Revisions

Week 10
Theme: Argument Writing & Annotated Bibliography
Annotated Bibliography Workshop
Read/Watch (see Bb)
Complete DB #8: Annotated Bibliography (Entries & Peer-Review) – see due dates
Final Proposal Due (Wednesday)

Week 11
Theme: Argument Introductions & Annotated Bibliography
Group Activity/Pair-Share # 8
Outline/Argument Writing Workshop #1
Annotated Bibliography (Final) Due

Week 12
Theme: Argument Outline & Planning for Change
Group Activity/Pair Share #9
Outline/Argument Writing Workshop #2

Week 13
Theme: Getting Things Done
Argument Writing Workshop Final
Argument Paper Peer-Review

Week 14
Theme: Research Presentations
Final Argument Essay Due (before the break)
PowerPoint Presentation of Research
Break – November 24 - 28

Week 15
PowerPoint Presentation of Research
Final Group Activity/Pair Share #10 (Collective Course Reflection – Entered into Blackboard)
Final RWJ #7 – Research & Writing Reflection
Final Reflection Review/Assessment Information (see Bb)

Week 16 – May 2-6 (no meeting – exam online)
Finals Week
Final Reflection/Assessment (Concepts from Class) – on Blackboard