E300 Writing in the Disciplines Fall 2018 Web Course

INSTRUCTOR

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FOR A SUCCESSFUL START OF THE SEMESTER

✦ First off, remember that I will do my best to help you succeed in this course, but you need to do your part, too. As you know, online courses are not for everyone. The ideal online student is self-motivated, autonomous, proactive, resourceful, detail oriented, meticulous, and thorough. Do you have these qualities? This class requires students to work on a schedule, to compete assignments by a due date, to work in collaboration with peers, to read large amounts of text, to think a lot, to write a lot, and to experiment with technology. If you can't work on your own and complete a large amount of work without the instructor's constant coaching and immediate feedback, this course might not be a good fit for you.

✦ This course has high expectations. To be successful in this course, you have to be familiar with course requirements and course policies (i.e. read the syllabus and other posted information on Blackboard) and follow guidelines very closely as described in the document called Course Guidelines. **If you are unwilling or unable to observe our course rules, you'd be better off taking another class.** Students who fail to read posted information often get confused, complete assignments incorrectly, fall behind, and get a bad grade in the course.

✦ If you are experiencing a problem or have a question, be sure to **contact the person who can help you**. For example, Blackboard-related tech questions should be directed to the Helpdesk and not the instructor. LaunchPad-related questions should be directed to Macmillan's Tech Support.

WORKLOAD

Accessing the proper information by reading, listening, or viewing course material and understanding what is required will take time and focused attention. Therefore, a preparation of **9+ hours per week** can be expected depending on your speed of reading.

Blackboard (BB) → URL: <https://blackboard.wku.edu/webapps/portal/frameset.jsp>

HELP WITH WEB COURSES

Student Resource Portal → URL: < http://www.wku.edu/online/srp/>
Orientation for Online Learners → URL <http://www.wku.edu/online/orientation>

HELP WITH TECHNOLOGY

WKU IT Helpdesk → URL: <http://www.wku.edu/it/helpdesk/> For technical problems, call the HelpDesk at (270) 745-7000 and ask the HelpDesk consultant for a "remote" session. S/he will take control of your computer and fix the problem. Your instructor will not be able to help you with technical issues.

Video Tutorials by WKU Information Technology → **URL:** <https://itweb.wku.edu/training_atech/index.php?fuseaction=view.courses&mode=vt>

Macmillan/Bedford/St. Martin's Tech Support → URL: <http://www.bfwpub.com/techsupport>
Questions and problems with *LaunchPad Solo* should be directed to Macmillan/Bedford/St. Martin's **Tech Support**. They are available at **1-800-936-6899** 24 hours a day, 7 days a week. Quizzes are graded automatically by the program. I have no control over how the program works and won't be able to help you if something needs fixing. Please contact Macmillan with any issue you have.

CONTACTING YOUR INSTRUCTOR

Time zone: Central Time USA; Course language: English.

You have the following options to contact your instructor:

- **Email communication between students and instructor is restricted to medical or personal emergencies**. Please do not email me with course-related questions for reasons described below. If you do, you are not following course rules; therefore, your participation grade will go down.

- If you have questions about the course, such as assignments, course policies, deadlines, etc., please post them to the **Questions and Comments** forum under Blackboard's (BB) Discussion Board (DB). Course-related inquiries via email will not be answered. Channeling questions to a central forum is an efficient way to ensure that **all students** have access to the same information at the same time. This method of communication will not only allow your peers to respond to questions (for extra credit), but also ensures that instructor time is used productively.

- Please be aware that FERPA regulations do not allow instructors to discuss grades via email without students' previous written permission. I encourage you to request a web conference if you have grade-related question.

- There are **no office hours** for this course, and I am rarely in my office in general. Please do not leave voicemail messages on my answering machine, because I will not receive them. Additionally, to ensure that all students have the same opportunities in this course, face-to-face on-campus appointments with me are not offered. If you have a concern, you can request a **web conference** with me **any time** during the semester by signing up under DB's Conference Sign-Up Forum. **I encourage you to take advantage of the web conferences** since a couple of minutes with me in BB's conference room can save you a lot of frustration.

PREREQUISITE(S) OF THE COURSE: English 100

**REQUIRED ONLINE COURSE MATERIALS**

Here is a list of the most important resources you need. All additional online materials (websites, online videos, etc.) will be listed under BB's Learning Units. Be sure to make every effort to learn how to navigate the websites below.

Joe Moxley's *Writing Commons* http://writingcommons.org/
This online textbook is free for you to use, and no registration is required.
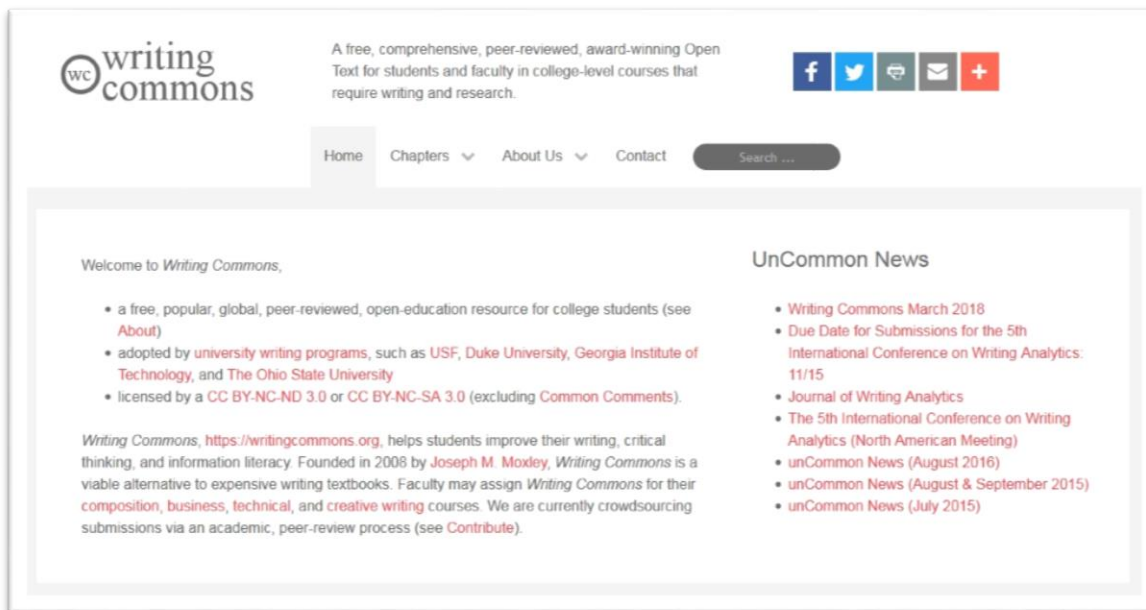
LaunchPad Solo for Readers and Writers by Macmillan. This is a web-based program that includes grammar tutorials and grammar exercises. Tutorials will not be assigned for a grade, but students are encouraged to review all posted information in *LaunchPad* in preparation for the post-test. Only post-test are required to be completed for a grade. Here is a screenshot of Blackboard's navigation bar link to *LaunchPad*. Read the information on the page and buy your access to the website from within Blackboard.
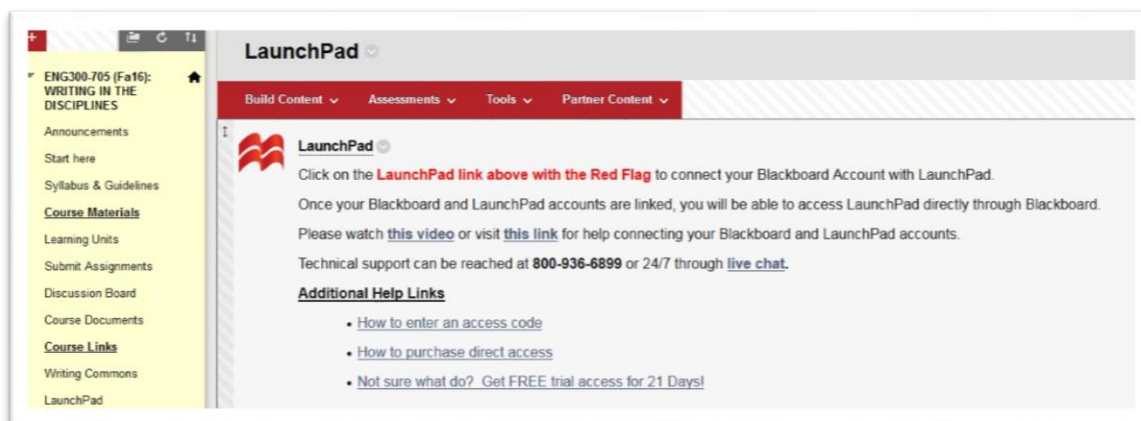
RECOMMENDED COURSE MATERIALS

Flash drive, reliable Internet connection, headset/ear buds or headphones for multimedia files.

COLONNADE PROGRAM DESCRIPTION

Writing in the Disciplines (English 300) gives students advanced instruction and practice in writing and reading essays within an academic discipline and make students aware of how disciplinary conventions and rhetorical situations call for different choices in language, structure, format, tone, citation, and documentation. Students conduct investigations into writing and reading conventions in their fields and receive advanced instruction in planning, drafting, arranging, revising, and editing discipline-specific essays.

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.

AIMS AND OBJECTIVES BY THE DEPARTMENT

By the end of English 300, students should be able to:

- Write longer formal essays that include significant support from appropriate scholarly sources.
- Use a citation style appropriate for their discipline; this is often not MLA.
- Make choices of voice, tone, format, structure and usage based on an analysis of disciplinary and academic conventions.
- Employ their own writing processes to produce academic and disciplinary texts that include significant and properly formatted sources.
- Work in a collaborative setting both with their own texts and with those of other students.
- Be able to read disciplinary essays and to comment critically on their meaning and structure.

AIMS AND OBJECTIVES BY THE INSTRUCTOR

By the end of the course, you will be expected to demonstrate the following specific skills:

- Understanding the procedures of academic research
- Using effective research strategies to find sources/information for your paper (library catalogue, databases, and search engines) and improving your digital literacy skills at the same time
- Summarizing, paraphrasing, and quoting correctly from other sources to avoid plagiarizing
- Using evidence to support an argument
- Revising for a particular audience and purpose based on the feedback you receive from peers, tutors and instructor
- Evaluating your own and your peers' work
- Giving constructive feedback to your peers and being the critic of your own writing
- Using syntax, grammar, punctuation, and spelling competently
- Editing and proofreading your own writing to eliminate surface errors

COURSE PROCEDURES

So how will this course work? What can you expect to do in this class? This course has no scheduled virtual class meetings, so you can be anywhere in the world and complete the course successfully as long as you have reliable internet access. Since there are no class meetings or lectures in this course, information will be gained from reading the online course book and other materials posted to the web and/or Blackboard as well as the instructor's audio/video files.

Each week, you will read chapters from our online course book entitled *Writing Commons* as part of your homework assignments, complete writing assignments including two major papers, do scholarly research from the library's databases, read online articles for your research paper, take notes and write a summary based on each required article, compile a bibliography based on the sources. You will refresh your grammar knowledge by completing grammar exercises in *LaunchPad Solo.*

Assignment descriptions with due dates can be found under **Learning Units** on BB's navigation bar. Completed assignments have to be posted to one of the following virtual locations:
- BB's SUBMIT ASSIGNMENTS link → These assignments go directly to BB's Grade Center.
- BB's Discussion Board if the assignment involves peer reviews, collaborative assignments, or group work.
- *LaunchPad Solo* website for grammar reviews and post-tests → You need to buy an access code for the website and learn how to use the program. The system scores assignments automatically. I check your scores by logging in to *LaunchPad's* Gradebook. Scores will be entered into Blackboard manually at the end of the semester and will be calculated towards students' weighted total.

Please pay special attention to the **deadline, virtual location, manuscript format, word count, and other submission guidelines** for each assignment. If I can't grade an assignment because it is posted incorrectly, it will receive a zero. The university standard for submitting assignments is MS Office 2013. If you are using other programs, please convert assignments to Office/Word before submitting it for a grade. Please note that there is a free version of MS Office called Open Office.

LIST OF CLASS REQUIREMENTS

- Completing all reading assignments from various online sources by the due date
- Completing all writing assignments, including daily homework assignments associated with the research project and the writing workshop
- Submitting at least two proposals for your research project
- Writing the synthesis paper or the first draft of the research paper
- Compiling a bibliography based on at least 8 peer-reviewed scholarly journal articles which are incorporated in the research paper to develop an argument
- Writing a well-composed, formal, 300-word (max. 500-word) summary for each of the eight peer-reviewed scholarly articles
- Writing a 3000-word argumentative research paper (without the bibliography) based on a topic associated with your discipline/major
- Completing peer reviews (i.e. giving feedback on all group members' papers)
- Completing all optional grammar reviews and the required post-tests in *LaunchPad Solo.*
- Participating in class and group activities in a meaningful way
- Completing reflective-argumentative self-evaluation at the end of the course
- Showing professionalism, effort, and quality work

WRITING ASSIGNMENTS

Writing assignments include the following: two research paper proposals, a 1000-1200-word synthesis paper or the first draft of the research paper, a 3000-word (max. 3200-word) argumentative research paper based on eight+ scholarly sources, a research journal, a bibliography as part of the research paper, daily homework assignments, summary of eight scholarly journal articles, peer reviews (i.e., feedback on all group members' papers), grammar post-tests, a chapter quiz based on the textbook's chapters, reflective-argumentative self-evaluation. In addition to the required eight scholarly articles, most students who get a good grade in this course read many more scholarly articles (around 15-20) and use them to support their argument. Writing summaries based on these additional articles (i.e., article 9, 10, 11, etc.) is not required.

GROUP WORK

You will work in close contact with your group members and are expected to help them in any way you can. You want to demonstrate that you are a **valuable group member** because your peers will evaluate your performance at the end of the semester. This evaluation will **affect your course grade**. **Note**: There will be no group assignments that will result in each group member's receiving the same grade on an assignment regardless of his/her contribution to the project.

PEER REVIEWS

During our peer reviews, you will give extensive, constructive feedback on your group members' assignments. The depth and breadth of the feedback you give to your peers will count towards your participation grade.

READING ASSIGNMENTS

Reading assignments include the following: *Writing Commons*, our online textbook; peer-

reviewed scholarly articles; peers' papers for peer review.

DEADLINES AND LATE WORK

There are strict deadlines for assignments. Late assignments will be reduced by 10% of earned credit if turned in within 24 hours of the due date. The highest possible grade on late assignments is a 90%. Assignments turned in after 24 hours receive a zero. Major paper assignments, peer reviews, and the self-evaluation **cannot be late** and will not be accepted after the deadline. Students are expected to notify both their peer group and the instructor if there is a medical or personal emergency and they need an adjustment.

GRADES

Your grade will be based on the **quality** of your work and **not on your effort**. Your work (papers, feedback, self-evaluation, etc.) will be assessed holistically, but a grading rubric posted on BB (Blackboard) will help your orientation.

Final grades will be based on the following approximate distribution:

1.	Self-evaluation (reflective-argumentative piece)	5%
2.	Synthesis paper or the first draft of the research paper (1000-1200 words)	15%
3.	Research paper (3000 words)	30%
4.	Daily writing assignments, including textbook chapter quiz and proposal	15 %
5.	Class participation, including professionalism, class conduct, reading posted info on BB, following course policies/guidelines/rules, posting assignments to the Discussion Board such as the research journal, completing peer reviews, participating in group work, completing group member evaluation, etc.	10 %
6.	Article summaries based on eight scholarly sources (300 words each)	15 %
7.	*LaunchPad Solo* grammar reviews and post-tests	10%
8.	Total	100 %

GRADING SCALE

A is excellent; B is good; C is satisfactory; D is poor but passing; F is failure.

Percentages: 90% to 100% = A; 81% to 90% = B; 71% to 80% = C; 61% to 70% = D; 60% = F

Your final grade will be based on the following:

- Quality of your assignments throughout the semester
- The thoughtfulness and engagement your research proposals demonstrate
- Quality of your synthesis paper
- Quality of your research paper
- Quality of your self-evaluation (not submitting a self-evaluation equals a failing grade)
- Quality and quantity of your feedback on peers' papers
- Your willingness and ability to work in peer groups
- Meeting deadlines
- Quality of daily writing assignments

- Result of your grammar post-tests
- Results of the textbook's chapter quiz
- Ability to adapt the writing theory based on the textbook and other online sources to your actual research and writing practice
- Effort you put in the course and the professionalism you demonstrate
- General participation and involvement in the course
- The evaluation your group members write about your performance at the end of the semester
- Professional demeanor when interacting with others and when completing your work

CODE OF ACADEMIC INTEGRITY/PLAGIARISM

This class is held in accordance with the academic integrity policy of WKU. (See Undergraduate Catalogue p. 26.) Violating this policy will result in a **failing grade** for the course. Please be aware that your work can be submitted to the university's plagiarism detection service.

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 (Undergraduate Catalogue 27).

In other words, plagiarism is the unauthorized use of someone else's materials (in any form, printed or published on the web) without using proper citation conventions to indicate the source or by using that work as one's own. If you want to quote somebody, make sure that you use quotation marks and document your source. As a rule of thumb, do not copy more than three consecutive words—without quotation marks—written by somebody else. **Even if you rephrase or paraphrase** any ideas into your own words, your source needs to be acknowledged and citation information should follow the text.

Student work may be checked by plagiarism detection software.

Other than sources documented and cited according to your discipline's standards, all work submitted for credit must be your own **original work** and **never before submitted for a grade in any previous or current course**. All your work must be produced specifically for this class. In other words, there is no "double dipping" or "recycling."

Finally, if you plagiarize, you deprive yourself of gaining the skills that you would acquire by writing on your own. If you consider the penalties for turning in plagiarized work, you will quickly find that it is simply not worth it.

THE LEARNING CENTER

The Learning Center (DUC A330 on the Bowling Green campus) offers to all WKU students free one-on-one tutoring in over 100 general education subjects by appointment or walk-in and a hosts a branch of the English Department's Writing Center. TLC is also a quiet study area with side rooms designated for peer-to-peer tutoring, and offers a 32-machine computer lab. TLC has satellite locations in Douglas Keen Hall and Pearce Ford Tower that provide computer and print services, tutoring, and study areas. For hours, more information, or to schedule an appointment, call TLC at 745-6254 or log on to www.wku.edu/tlc.

WRITING CENTER ASSISTANCE

The Writing Center has locations in Cherry Hall 123 and in the Commons at Cravens Library on the Bowling Green campus. The Glasgow Writing Center is located in room 163 on the Glasgow campus. The Writing Center also offers online consultations for students who live at a distance or who cannot visit during our operating hours. WKU writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper *for you*. See instructions on the website (www.wku.edu/writingcenter) for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment. Requesting and using **feedback** from the Writing Center before submitting the Synthesis Paper or the first draft of the research paper and the final Research Paper for a grade is **mandatory**. Students have to provide proof (e.g., a photo of the feedback taken with a cell phone and/or the actual feedback file or link to the video feedback) that they visited the Writing Center. Non-native speakers of English are encouraged to visit the Writing Center with each assignment to ensure that their submissions are error free.

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.

ADA NOTICE

Students with disabilities who require accommodations (academic and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room A200, Downing University Center. The OFSDS telephone number is (270) 745-5004 V/TDD. Please do not request accommodations directly from the instructor without a letter of accommodation from the Office for Student Disability Services.

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 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.

ADDITIONAL COMMENTS

- This course is based on the assumption that students are responsible for their own learning. What students put in the course is what they get out. It is their responsibility to make the course work for them and improve their writing and research skills. If a student decides to stay in this course after reading the syllabus, it is assumed that he or she agrees to its terms, conditions, and requirements.

- The schedule and procedures in this course are living documents and subject to change in the event of extenuating circumstances. Changes will be announced on BB's Announcements, and/or via email.
- Should there be any loopholes in these rules, your instructor will decide the outcome and solution.

IMPORTANT DATES

September 3: Labor Day – university closed
October 11-12 - Fall Break (no classes; offices open)
Last day to drop or add a class
October 19: Last day to withdraw from a class
October 26: 60% point of the semester
December 10-14: Final Exams
Final Grades Available on Topnet: Tuesday, December 18 (noon)

Last modified on Monday, April 09, 2018.