

English 300 – Writing in the Disciplines



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Course Meeting Time: August 27–December 14

Class Location: Online

Office: Virtual – I do not have an office on campus.

Office Hours: By appointment

I teach other courses, so keep that in mind when considering my availability. If a student calls, he or she should leave a message including contact information, course section, and the specific issue. I am available for telephone conversations from 8:00am-6:00pm CST – Monday through Friday when I am not in class, in a meeting or otherwise occupied. **The best mode of contact is email.** I check emails daily on weekdays and respond within 24 hours. Weekends and campus holidays are the exception to the 24-hour response. Students should email from a student account for confidentiality purposes. If I will be out of town or have no email access for some reason, I'll alert students to this before it happens unless it's an emergency. I am always happy to help you, so don't be afraid to ask questions.

Course Policies

Prerequisite

English 200 or equivalent

Course Text (required)

REQUIRED: Behrens, L., & Rosen, L.J. (2016). *Writing and Reading Across the Curriculum*. 13th ed. Pearson Publishing.

RECOMMENDED: Bullock, R., Brody, M., & Weinberg, F. (2014). *The little seagull handbook*. 2nd ed. New York: Norton & Company.

This text may be purchased for WKU's book store or Amazon.com. Make sure you get the correct edition.

Blackboard Help/WKU IT Help Desk

270-745-7000

Unfortunately, malfunction of technology is not an acceptable excuse for late assignments. Submitting assignments early will help ensure that technology is not a factor. The Blackboard help number is provided to students in the event that there are technical problems.

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. 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 those who are first-time users.

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 at the following web address (<http://www.wku.edu/online/src/>)

Writing Center Assistance

If you are on campus, the Writing Center is located in Cherry Hall 123 on the Bowling Green campus. The Writing Center offers online consultations to distance learning students. The Writing Center (<http://www.wku.edu/writingcenter>) information is available online. The telephone number is (270) 745-5719.

Other Items Needed

- A computer – not a tablet, not a phone – with a reliable internet connection.
- Microsoft Word or word processing software that saves files in .doc, .docx, or .rtf file format; note that .pages from a MAC and .gooledocs which is a link to a document rather than the actual document are not acceptable formats as they cannot be opened properly from my side. A late penalty applies to any paper that is not in the correct format. That only applies to major papers (*). Other assignments are not accepted late. See late policy.
- Adobe Acrobat Reader (a free download from Adobe.com)
- I recommend Firefox or Google Chrome as Internet Explorer doesn't work well with Blackboard.
- A flash drive/thumb drive to save your work on.
- It is also recommended that you have access to a dictionary and thesaurus (digital or printed).

Catalog Description

An interdisciplinary writing course to be taken in the junior year. Students will read and write about challenging essays in a number of fields. Each student will produce a substantial research project appropriate to his or her chosen field. **Prerequisite:** English 200 or equivalent.

English 300 Learning Outcomes

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:

- Labor Day: September 3
- Last day to add a class or to drop one without a grade: September 4
- Fall Break: October 11-12
- Last day to drop a class with a W: October 19
- 60% point: October 26 (Students who stop attending class or participating in online class before this date should be assigned an FN rather than an F.)
- Thanksgiving Break: November 21-23
- Final examinations: December 10-14 (The schedule is available at https://www.wku.edu/registrar/academic_calendars/fall_final_schedule.php.)

Assignments: There will be four major assignments and an annotated bibliography.

Additionally, students will write frequent response or informal writings. Reading assignments should be done as they are assigned to help students understand assignments.

The supplemental/recommended book for the course is a writing manual and will serve as a guide in formatting papers correctly. *Note that cover page information, abstracts, author's notes, and headers are not considered to be a part of the word count – only the student's content counts.*

Formal Summary (250-350 words) 40 points*

Critique (600-800 words) 50 points*

Argument Synthesis (1000-1200 words) 150 points*

Annotated Bibliography (length varies) 100 points

Researched Argument (2500-3000) 300 points*

Mini presentation (5-10 minutes) 25 points

Research Writing Journals (RWJ) points vary

Discussion Boards points vary

Peer-Reviews 10 % for nonparticipation on each essay

* indicates major assignments required to pass the course/Otherwise, final grades are based on total points earned divided by total points possible.

Major Assignments Overview:

*Rubrics and writing prompts are available on Blackboard for all major assignments in the course.

Formal Summary:

Students will write a summary on a chosen text. The summary assignment will be written according to the information learned from the related reading. The format for this assignment will be in the style used by the student's major course of study at WKU.

Critique:

Students will write a critique on an article from WKU's database. It should be related to the student's course of study. Other options may be available. The format for this assignment will be in the style used by the student's major course of study at WKU.

Argument Synthesis:

The argument synthesis paper will put synthesizing sources into practice to address an issue in the student's major course of study/future career. This assignment is significantly helpful in preparing students for the final argument paper. The format for this assignment will be in the style used by the student's major course of study at WKU.

Annotated Bibliography:

An annotated bibliography is done in several steps to prepare students for the final argument paper. Over the course of the semester, students will gather a variety of credible sources to use for the final researched argument paper. The annotated bibliography contains the citations and additional key information to assist in using the sources as needed for the researched argument paper. The format for this assignment will be in APA only as some writing styles do not have guidelines for annotated bibliographies.

Researched Argument:

The researched argument paper is the major research project in the course. It combines skills learned from the summary, critique, and synthesis papers. The paper is the *final* product and a reflection of a student's ability to effectively research, write, and creatively approach a solution/plan of action for a problem in his/her field of study. The format for this assignment will be in the style used by the student's major course of study at WKU.

Research Writing Journals (RWJ):

RWJs are meant to assist students in reflection and practice in the area of research. Topics range from personal writing experiences and formatting styles specific to a student's major to reflecting on the process of research and other related topics. Directions and formatting are specific to individual RWJs and are located in the individual RWJ assignment areas.

Discussion Board (DB):

Discussion boards include but are not limited to serving as a place of introduction, peer-reviews, and supplemental assignments to help students learn about writing and research processes. The only time a

student should ever attach a paper is during a peer-review. All other DB assignments are written in the DB content box. Specific directions are located in the individual DB areas.

Mini-Presentation

The mini presentation is a PowerPoint video discussion using a free software (Screen-cast-o-matic) or some other video software to present the student's argument topic and supporting evidence to the class. Other students provide preliminary feedback on the student's idea. The video and feedback serve as a planning process to help students consider several perspectives on their chosen topics for the final argument paper.

Late Assignments:

Late assignments are not allowed in this course with the exception of 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 or assignment-related material to the instructor, even when it is late.*

Grading/Assignments:

All formal written essays and exams will receive numerical grades and any necessary comments from the teacher. Formal writing assignments are graded based on a rubric.

Journals and discussion board assignments will receive either full credit, half credit, or no credit. Journals and discussion board assignments should NOT be attached as Word documents unless otherwise indicated on the assignment.

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, students will receive only rubric comments in each area unless more details are deemed necessary by the instructor.

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. If a major assignment is missed, the grading scaled does not apply and the student's grade is an automatic failing grade. The grading scale is as follows:

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

It is highly recommended that students keep all assignments until the end of the course

Grading Turnaround

Although grading times will vary, and I tend to have most assignments graded within several days, I reserve the right to take up to two weeks to grade assignments. Consider that I read every word that every student writes on an assignment and give feedback on the rubric. That reading/commenting process can take time. I feel it's only fair

that if a student writes it, I should read it. So, please be patient. If there is an occasion where I may need more time, students will be notified. Grades are posted on Blackboard.

Assignment Submissions

All of your assignments will be submitted on Blackboard as this is an online course. They should be in .doc, .docx or .rtf format and should be turned in on time in the correct assignment folder. All papers should be in the format that applies to the student's particular major/course of study. The ONLY people who should choose MLA will be those majoring in art, interior design and/or English. The late penalty applies to any major writing assignment that is uploaded in the incorrect format (such as .pages, .googledocs or .pdf) and cannot be graded until it is turned into the assignment in the correct format. All other assignments will receive a zero (0) when they are uploaded in the incorrect format and/or are late. Note that peer-reviewed journal articles are typically in .pdf and should be uploaded as such if they are requested. The formatting of your typed paper should always be in .doc, .docx or .rtf. The latter of the three typically do not format correctly, so sticking to a Word document is always best. Again, all formatting for formal papers will be according to the student's program of study. For example, if you are getting a degree in English, you will write your paper in MLA. If you are a nursing student, you will use APA and so on. At the beginning of the course, students will be asked to designate which format they will be using based on their program of study/major. Please contact the department for your program of study if you are unsure of what type of formatting your program typically uses to write papers. Note that some formats are for publication and not for research papers such as is needed in this class. Students will choose from the following based on their majors: MLA, APA, Chicago style or CSE style

Attendance

All students are expected to log in daily to every other day to check announcements and any assignment or other changes. Most announcements will automatically be emailed, but sometimes Blackboard malfunctions. Always check.

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.

Incompletes

Typically, incompletes will not be granted for any English Foundations course. When extenuating circumstances arise—for example, if a student in the military and 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://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.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 Title IX Coordinator, Andrea Anderson, 270-745-5398 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.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Tentative Schedule for the Course

Note that the most up-to-date schedule for the course can be found on Blackboard in the "Weekly Folders" section of the course. 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.**

Week 1 August 27 – September 2:

Read Chapter 1

Chapter 1 application assignment

Complete introduction discussion board

Week 2 September 3 - 9:

*September 3rd Labor Day – school closed

Reflect on Chapter One in your book.

Summary Assignment Discussion Board

Complete RWJ #1

Week 3 September 10 - 16:

Read Chapter 2

Submit final version of the summary essay

Peer-review journal upload

Week 4 September 17 - 23:

Read: Chapter 3

Complete DB: Critique Practice

Complete RWJ #3

View Critique Assignment for following week and begin writing.

Week 5 September 24 - 30:

Read Chapter 4

Complete: Critique peer-review

Final critique due

Week 6 October 1 - 7:

Read Chapter 5

DB – synthesis practice

RWJ #4

Week 7 October 8 - 14:

Read Chapter 7

Synthesis peer-review

Begin Annotated Bibliography

*October 11 – 12 – Fall Break

Week 8 October 15 - 21:

Read: see Bb

Final synthesis paper due

Discussion Board

Week 9 October 22 – 28:

Read: see Bb

Annotated Bibliography 5 entries due (DB)

Proposal rough draft due

Week 10 October 29 – November 4:

Read: see Bb

Proposal peer-reviews

Final proposal due

Week 11 November 5 – 11:

(no peer-reviews) Annotated Bibliography 10 entries due
RWJ

Week 12 November 12 – 18:

DB

Outline assignment review

Week 13 November 19 – 25:

November 21 – 23 -Thanksgiving (university closed)

Outline is due for argument paper

Week 14 November 26 – December 2

Final Argument Peer-Review

RWJ

Week 15 December 3 – 9

Final Argument Essay is due

Week 16 December 10 – 14

Final's week – final reflection activity due