

# ENG 300: Writing in the Disciplines

## Section 701

### Web Course: 1/27/20-05/15/20

### Spring 2020

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### **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.

### **Disciplinary Knowledge Requirements: A Recommendation**

Since ENG 300 ultimately teaches you how to write an argumentative research paper in your disciplinary subject or major, you will need to have some familiarity with your academic subject and its disciplinary issues. At the very least, this means that you should have a sophomore standing and/or have taken at least three (3) introductory courses in your major field of study. Without such disciplinary knowledge or background, it will be much, much more difficult to successfully complete ENG 300. Accordingly, if you have recently changed majors or have not taken introductory classes in your major, I suggest you drop the course and register for it once you have a better sense of your disciplinary subject.

## Required Texts and Materials

### Texts:

1. Behrens, *A Sequence for Academic Writing—Revel Access Code*. (This text is only available as an enhanced e-text). ISBN: 9780134707969
2. *Purdue Online Writing Lab (aka Purdue OWL)*.  
< <https://owl.english.purdue.edu/owl/> >

**Materials:** A reliable Internet connection, preferably high-speed; access to WKU email; access to Microsoft Word (newest version possible) for submitting exercises and assignments; and access to a cell or landline telephone.

**Blackboard:** This course is delivered using Blackboard. Log in to Blackboard at <<https://blackboard.wku.edu/webapps/portal/frameset.jsp>> and note the contact information there. If you experience technical problems, please contact the Blackboard support staff members directly, following those instructions, because they will best be able to help you solve your problems.

## Course-Related Communication

Because ENG 300 is an online course, attendance and participation will not be evaluated as they would in a traditional writing course. However, I encourage you to communicate both with me and with each other, in class-wide and individual opportunities. This section explains how to communicate most efficiently and effectively for our course.

**Class-Wide Opportunities:** In an online class, establishing and maintaining communication among class members can pose special challenges. Please use the following resource to ensure effective communication:

- **Blackboard's Discussion Board:** The purpose of this forum is to provide a quick and easy way for students to ask general course questions about assignments, course policies, deadlines, and so on. Please remember that this is a forum to which all students in ENG 300 have access, so it would not be appropriate to ask specific questions about one of your individual assignments, for example. Instead, this forum can provide a space to ask for clarification of an assignment's requirements or due dates or to raise overall questions about the course.

Posting those questions here (instead of emailing them to me individually) will help increase the efficiency of our course and ensure that everyone has access to the same information simultaneously. Think of this space as the electronic equivalent of raising your hand to ask a question in class. To make this resource as helpful as possible, please remember to give your posts a descriptive subject line. Finally, though I will read and respond to posts within a 24-hour time frame, I encourage students to reply to a post if they know the answer.

I **strongly** recommend that you first read the Syllabus, the Course Schedule, and other posted information on Blackboard before asking course related questions. In other words, if you have questions, please check these materials first to make sure you have not overlooked something. The information you are looking for is probably posted somewhere on Blackboard. Please do a "Ctr F" search to find the term you are looking for.

**Individual Opportunities:** Though I encourage everyone to use the Discussion Board for general questions or issues regarding the course, there may be times when you have a specific, individual question for me. The best way to reach me with such questions is:

- WKU Email: Use your WKU email account to ask specific questions about a particular lesson, reading, or assignment (NOTE: I do not answer emails from Yahoo, Gmail, AOL, etc.). Since email is one of the most commonly used forms of academic communication, we'll practice effective email writing throughout the course. Accordingly, **all emails must have a specific, relevant subject line; a proper salutation; an organized body; and an appropriate closing.** Emails hastily written or written without attention to email genre conventions will be ignored. I will reply to emails as quickly as my schedule permits—unless otherwise announced, usually within 24 hours during weekdays. I do not answer email on weekends.
- Phone: If you have a pertinent question that cannot be answered via Blackboard's Discussion Board, and/or email, you can call my office phone (270-745-5998). If I am not in, please leave a message with your name, contact information, and a brief overview of your question or concern. I will reply to phone calls as quickly as my schedule permits—unless otherwise announced, usually within 24 hours during weekdays. I do not answer phone calls on weekends.

**PLEASE NOTE:** All students should check the following online resources at least once a day: Blackboard's Discussion Board, Blackboard's Weekly Schedule page, and your WKU email. Not checking email, the discussion board, or the Weekly Schedule page is not an excuse for not knowing of information given via those mediums.

## Assignment Submission Guidelines

Unless otherwise noted, please submit your assignments according to the following two (2) methods:

- **Quizzes:** Smaller exercises, such as quizzes and short writing exercises, can be accessed via Blackboard's **Quizzes** link. When you are asked to take a quiz or complete a short writing assignment, please open the **Quizzes** link and complete the corresponding assignment.
- **Writing Projects:** Our larger writing assignments are termed *Writing Projects* and can be submitted through Blackboard's **Writing Projects** link. When submitting a Writing Project, please upload your assignment to the appropriate assignment as a Microsoft Word file (.doc or .docx). **Please note:** You MUST submit assignments as MS Word files and CANNOT use alternative word processing programs instead, i.e. MS Works, iWork's Pages, WordPerfect, etc.

## Plagiarism

Plagiarism is a serious academic offense. The WKU 2019-2020 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/>).

**PLEASE NOTE: Students who commit any act of plagiarism will fail the assignment and may also receive a failing grade in the course without possibility of withdrawal. Plagiarism cases may also 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 2019-2020 Undergraduate Catalogue.

## Students with Disabilities/ ADA Notice

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, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto: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.

Western Kentucky University complies with the Americans with Disabilities Act. In accordance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in 1074 Downing Student Union (DSU). Please do not request accommodations directly from the professor without a letter of accommodation from the Office for Student Disability Services.

## WKU Writing Center

The Writing Center is located in Cherry Hall 123 and also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Writing Center tutors have been trained to provide helpful feedback to students at all phases of a writing project and can help with brainstorming, organization, logic and support, avoiding plagiarism, sentence style, and so on. (However, they will not revise or edit the paper *for you*). See [www.wku.edu/writingcenter](http://www.wku.edu/writingcenter) or call (270) 745-5719 to schedule an appointment.

## 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.

## Course Procedures, Workload, and Expectations

Online courses can be more challenging than face-to-face courses because they require more self-directed learning, fewer opportunities for live instruction, and a greater time commitment. Such difficulties can be complicated by poor course design and unclear expectations. Accordingly, this section aims to ease some of these difficulties by providing an overview of the course structure, course schedule, assignment expectations, and assignment deadlines.

- Course Structure: ENG 300 will use a sequential module format with firm due dates and times. Each module will build on established writing skills and require students to study, practice, and produce one (1) type of academic paper. **Please note that since ENG 300 is not a self-paced or independent learning course, ALL students must adhere to the specific course schedule outlined below (see pp. 7-25).**
- Course Schedule, Workload, & Pacing: Though there will be a few variations, each module will roughly require students to (1) complete textbook readings; (2) complete quizzes and/or short writing exercises on said textbook readings; (3) write and revise the corresponding writing project; (4) formally submit the writing project for final assessment. **Please note that ENG 300 does not have a midterm or final exam.**
- Assignment Expectations: All submitted assignments should adhere to academic writing standards. This means that your assignments should be properly formatted, use the correct citation method for your field of study, and written in a clear, concise, direct, and active writing style. (HINT: Carefully studying textbook examples can help you with these tasks).
- Assignment Deadlines: Students are free to begin and complete textbook readings as their schedule permits. However, all quizzes, short writing assignments, and corresponding writing projects have strict Blackboard imposed deadlines that will expire after the due date. **Please note that I do not accept late work for any reason.**

## Grading Policy

Assignments and projects will be assessed numerically. Minor exercises, like quizzes and short writing exercises, will allot a portion of their overall points to each question or task. Major assignments, such as writing projects, will use numerical rubrics to evaluate writing skills specific to each academic writing genre. Unless otherwise indicated, please allow at least 7-9 weekdays for assessment.

It should go without saying that grading for this course will be rigorous. If an assignment illustrates disregard for spelling, grammar, citation guidelines, or a general carelessness in the writing, the assignment will be failed. Do not rely on your instructor for copy-editing, even on drafts. More importantly, you must fulfill **every** assignment's minimum word count in order to receive credit for the assignment. **Submitted assignments short of the minimum word count will receive zero credit.**

## Grading Scale

A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	0-59.9

## Summary of ENG 300 Assignments (Total Points Possible: 1000)

1.) Writing Project: Rhetorical Analysis	130 points
2.) Writing Project: Research Paper Proposal	50 points
3.) Writing Project: Summary	100 points
4.) Writing Project: Annotated Bibliography	150 points
5.) Writing Project: Argumentative Paper Outline	75 points
6.) Writing Project: Argumentative Research Paper	375 points
7.) Quizzes and Short Writing Assignments	120 points