

English 300: Writing in the Disciplines

online course, June 8- July 10, 2020

Instructor: Jane Fife, Ph.D.

Email: Jane.Fife@wku.edu

Phone: 270-745-3634

Virtual Office Hours: TBA—based on class input by email. And by appointment.

Since summer session classes are online only, I will be available for phone or Zoom conferences. Just email to arrange a time that works for us both. You should normally get an email answer within 24 hours (often within minutes during the week). **I am happy to help you, so don't be afraid to ask.**

Blackboard Help/WKU IT Help Desk

270-745-7000

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 topical modules that even those who have used Blackboard a lot have told me are helpful.

To sign up, go to Blackboard and sign in, and click the IT TRAINING tab (top, toward the right). Look for IT Blackboard Student User Training... you will gain instant access upon signing up. Again, no credit for this for the class, and not required, but it could be very helpful for you and important for your success! OR...

Orientation Module: Complete the Orientation Learning Module in the Getting Started area.

WKU Distance Learning Student Resource Center

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

Course Policies

Prerequisite

English 200 or equivalent

Course Texts (required)

Graff, Gerald and Cathy Birkenstein. *They Say, I Say*, 4th ed. Norton, 2018. ISBN: 978-0393631678

Note: Get the version of They Say, I Say I without readings—it's the cheaper one.

Readings on Blackboard.

A style guide detailing the documentation style of your discipline.

Other Items Needed

- A computer—not a tablet, not a phone-- with a reliable Internet connection.
- A word processing software that saves files in .docx, or .rtf file format

Course Description and Objectives

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 (Fall 2014 and later) 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.

Use of Technology

This is an online course where all required work will be completed online through the use of Blackboard and the Internet. If you do not know how to use Blackboard, tutorials are available online (see page 1).

It is the student's responsibility to withdraw from the class if he/she does not wish to continue enrollment.

Student Email and Blackboard Announcements

All students should check their WKU email accounts at least weekly and the Blackboard Announcements page each time they log in. New announcements will appear at the top of the page, so read until you get to information you already know. Not checking email/reading the Announcements is not an excuse for not knowing of information given via those mediums. (Note now that I will email all things posted as announcements!)

Evaluation

Your course grade will be based on the work outlined in this syllabus and schedule, as well as any additional work given (though none is anticipated). Your grade will be calculated based on 1000 possible points, see below. Grades are always available on Blackboard (My Grades), but look at your overall points accumulated and not a percentage calculation. Points are on a 1000-point scale for easy calculation. Realize that you need to reach each point cut off to earn the associated grade; I do not “round up,” so it’s wise to take advantage of the extra credit opportunities.

My grading scale: 900-1000=A 800-899=B 700-799=C 600-699=D Below 600: F

You can visit My Grades and see the point value for each assignment for the entire term.

Late Work

We’re on a condensed schedule for this course, so you need to keep up with the work. Discussion boards, quizzes and other smaller assignments will not get any credit if they are late. Some major assignments (synthesis paper, article annotation, annotated bibliography), can be turned in late for partial credit and will be docked 10% of the grade for every 24 hours that they are late. I will not accept these assignments more than 5 days late. The

researched argument cannot be turned in late at all because our course ends, and I won't have time to grade it if it's late.

A Word about Due Dates of Assignments

All official due dates are listed on the schedule in this syllabus. I try to keep Blackboard up-to-date on this, but I may miss one here or there. Therefore, due dates are listed here, in this syllabus on the schedule at the end. These dates override any other date you see on Blackboard.

My Plagiarism Policy

I do not tolerate plagiarism or academic dishonesty of any kind, and students WILL receive a zero on any assignment completed in a manner that is not considered honest and be reported to Judicial Affairs should they do this. Your papers are submitted to plagiarism detection software, as well, as are any suspect discussion board postings. If you feel cheating is your only option, schedule an appointment to get help! I expect you to do your own work in this course—on discussions, quizzes, journals, papers, peer reviews—on all work!

Work Submission

All formal papers are to be typed and formatted according to the style sheet appropriate to your discipline. Information on major formats (MLA, APA, CMS, CSE) is included through links on Blackboard to the Purdue OWL and other sources. Submitting work in the wrong format will result in deductions. Work must be submitted in the space provided for it on Blackboard. Blogs and Journals should be typed directly into the textboxes in Blackboard. Papers must be submitted as attachments in .doc, .docx or .pdf format, or else I can't grade them through Blackboard's grading interface. Emailed assignments will not be accepted unless I specifically ask you to submit that way.

Minimum Requirements for Passing this Course

Students who wish to pass this course will (1) complete multiple drafts of each major writing assignment and (2) submit **ONLY** writing that has been written by the student and produced during the current semester and only writing that has been written for English 300.

Recycled Writing

All writing submitted for English 300 must be produced this semester. Students who submit writing completed during previous attempts at English 300 or writing submitted for other courses will receive zero points. In other words, students **MUST** produce **NEW** drafts and write on **NEW** topics for each assignment in this course.

Corrupted Files

A word about "corrupted files": these are obviously not accepted, nor are they given extensions to correct, so once you submit your paper, go back and check the paper you submitted to make sure it is still able to be opened. If it is not, email me a working copy if the one on Blackboard somehow got corrupted immediately (as in within minutes of your original submission). Uploading "corrupted files" (which can be downloaded from the Internet) is a technique cheaters use to get more time on assignments. This is unfair to those of you who are hard-working, honest students, and I don't tolerate it.

If you submit the wrong file....

If you submit a file and realize that it was a draft or just not the right file in any way, simply send me an email with the correct file attached and let me know that the one with the email is the one to grade. No need to panic!

If Blackboard locks or is down when you need to submit....

If Blackboard locks or isn't available when you are trying to submit, email me the file with that explanation, and then when you next are able (as in the next day!), upload your file to Blackboard. You will have 24 hours past the deadline to do this. I won't grade your paper until a file is uploaded to Blackboard. This way I know you have it submitted on time, and you don't have to panic about Blackboard not playing fairly. I will compare the file

submitted via email to the one submitted on Blackboard to make sure you haven't used this method as a way to get more time on an assignment, though (that's not fair to everyone who was honest and did their work on time).

Failure of Technology

We will be using Blackboard and the Internet for work in this course. Problems with Blackboard should be directed toward the IT Help Desk (their number is on the front of the syllabus). Save back-up copies. Write in a word processor and copy and paste into journals and discussion boards. Think ahead and you can avoid losses due to technological glitches.

If you have a problem and call the IT Help Desk, forward me a copy of the email they send you that opened your case if they are not able to resolve it immediately so that I know what's going on.

Withdrawal Policy

It is the student's responsibility to withdraw from the class in a timely manner if they wish to do so. June 10 is the last day to withdraw with 100% refund, June 11 for 50% and June 12 for 25% refund. The final withdrawal date (with no refund) is **Tuesday, June 30, 2020.**

Incompletes (Grades of "X")

I do not give incompletes (grades of "X") for any reason. Should a student not be able to complete the course in the case of a documented extreme circumstance, the student will be given a listing of the coursework eligible for completion and a date by which said work will be submitted. Until that time, I will submit the student's end-of-term grade to the Registrar, and upon the completion of the coursework, the student's grade will be changed. If the student does not complete all items on the list by the specified date, the original grade will stand as recorded.

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](#) for additional guidance, available at <http://www.wku.edu/handbook>.

Title IX Misconduct/Assault

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

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.

The WKU Writing Center

Online response only is available this summer

I encourage you to utilize the services of [The Writing Center](http://www.wku.edu/writingcenter/) in planning, drafting, and revising your papers!

<http://www.wku.edu/writingcenter/>

Assignment Descriptions

Discussion Boards

(Note: these are worth 150 points, or 15% of your grade)

Here are some rules/guidelines to help you be sure to gain maximum credit on each board.

1. The only boards on which you should attach files are the Peer Review boards. This will make things easier to read and grade. On the other discussion boards clicking on attachments slows down my grading.
2. Remember that the Discussion Boards are supposed to take the place of face-to-face class meetings. You wouldn't normally talk for a whole class, but these will take time, just like reading to prepare for class and listening to a classmate before responding in class.
3. Make sure you read the directions carefully and respond to classmates when requested.
4. If you do not follow directions, you will not be eligible for full credit.
 - a. For instance, if I ask you to draft an essay and share it for feedback from your classmates, I truly expect a drafted essay—not a *paragraph*.
5. There are not times you are required to log-in and participate, but there are due dates. See the schedule at the end of this syllabus for assignments and their due dates.
6. If I ask you to respond to a classmate, you must also be MEANINGFUL, which means that if you just post, "That's a good idea" or "I disagree," you won't get credit. It is okay to say, "I agree because....." and then explain yourself. Again, I'm expecting multiple sentences here, not just a single statement.
7. I do not generally grade the boards on grammar/spelling/punctuation/documentation, but if you make excessive mistakes, I will warn you. If you do not improve after that, I will begin deducting points for those errors. Remember that this is an English class (and that in any class you should always write to the best of your ability)!
8. Feel free to work ahead, but remember to go back and respond to others when that is required.

Major Projects

(Note: these are worth 700 points, or 70% of your grade)

You will write four major projects in this class; the preliminary projects contribute to the skills you'll need in order to write Project 4. Details about these papers are in the Paper Information area of Blackboard.

- Project 1: Argumentative Synthesis (1200-1500 words—which equals about 4-5 double-spaced pages-- 4-5 sources, 175 points)
- Project 2: Annotated Bibliography (10 of your potential research paper/project 3 sources, 200 points)
- Project 3: Research Paper (at least 3000 words—about double-spaced pages-- 8-10 sources, 325 points)

All papers must:

1. Be written in the style/format appropriate to your discipline or face point deductions.
2. Be written in a formal, academic tone (third person point of view, avoidance of passive voice when

possible, in the verb tense appropriate to your style, avoiding contractions, too).

3. Contain appropriate documentation in-text of any material you take from any source, even if it is in your own words (e.g., summarized or paraphrased). Not doing so is plagiarism.
4. Not use Wikipedia, About.com, eHow.com, or other similar sources. If you doubt a source, just ask!
5. Have a bibliographic page (Project 2 is the only exception to this—since it is a bibliography).
6. Have been part of a full peer-review process (see below for details)
7. Be submitted on time in the spots designated for them on Blackboard.

Peer Reviews

(These are worth 35 points or 3.5% of your grade.)

You will complete several peer reviews during the course of the term. To get full credit, you must post your draft on time and respond on time and meaningfully to the assigned number of classmates, following the instructions for the peer review, including a simultaneous submission to SafeAssign to help you check your paraphrase.

Research Writing Journal

(Note: these are worth 80 points, or 8% of your grade)

Through the course of the term, you will complete 7 Research Writing Journal postings. These are designed to step you through the process of writing Project 3 as well as have you consider your own writing practices. Minimum length of 250 words expected unless otherwise noted.

Other Assignments

You'll also be completing a Plagiarism Tutorial quiz (25 points), and a Class Blog (10 points).

Extra Credit

You may reflect on the feedback that you get from me (and peers if it was helpful) once a paper is graded with an eye toward how you can transfer/learn from that feedback for future assignments. You'll have the chance to do this after the synthesis essay and the annotated bibliography. Each reflection is worth up to 10 points.

Specific instructions in the "Extra credit" folder within the "Course Units" section.

At the end of term, there is a similar journal prompt for extra credit related to what you learned from submitting your Project 3 drafts to SafeAssign.

There is no final exam.

The following schedule of assignments is the work I expect us to complete this semester. I reserve the right to alter this work plan if needed, but I do not anticipate doing so. Any changes will be announced on Blackboard.

Schedule of Assignments

Note that all assignments are due at 11:59 p.m. Central time, unless another time is specified

Unit 1: Introductions, research writing, & writing processes (June 8-10)

Videos to View:

- How This Class Works

Reading Assignments: (Readings for this unit are available as links or pdfs in Blackboard, in the Unit 1 folder in “Course Units”).

- Gardiner & Kearns, “The ABCDE of Writing” (for RWJ#1)—see unit 1 folder.
- Fife, “Composing Focus” (for RWJ #1)—see link in unit 1 folder.
- Howard, Servis, and Rodrigue, “Writing from Sentences, Writing from Sources.”
- Review the *Purdue OWL* link “Which Writing Style Should I Use” to discover the documentation style of your discipline.
- Review the “Finding Common Errors” and “20 Most Common Writing Errors” links

Writing Assignments:

- **Class Blog:** Introduce yourself and get to know your classmates. (Initial blog post and response to classmates due by 11:59 p.m., Central time, on 6/8)
- **Research Writing Journal #1:** My Writing Challenges and Documentation Style (due 6/9).
- Plagiarism Tutorial and quiz—due by 11:59 p.m. on 6/10.

Unit 2: Synthesis Argument (June 11-17)

Videos to View:

- What is SafeAssign?
- Good research writing practices
- Choosing a Topic for Your Research Paper

Reading Assignments:

- Graff & Birkenstein, Chapters 1-5, p. 19-74.
- See prompts for Paper 1 plus your choice: **one folder of research articles—you will need to read and use 4-5 articles from the topic folder of your choice.**
- “Brief Guide to Argument” UNC Writing Center link in Blackboard.

Writing Assignments:

- **Discussion #1:** Synthesis essay plan: notes/outline combo (Your post and responses to classmates due by 11:59 p.m. Central time on 6/11).
- **Discussion #2:** Synthesis essay mini-draft (Your post and responses to classmates due by 11:59 p.m. Central time on 6/12).
- **Discussion #3:** Brainstorming Research Topics for Project 3. (Post and two responses due by 6/13).
- **Post draft Project #1 Synthesis in SafeAssign by 6/15.**
- **Post draft Synthesis argument in Peer Review for Project #1 discussion board by 6/15.**
- **Respond to two peers’ drafts by 6/16.**
- **Research Writing Journal #2:** A Little Practice (Due by 6/16)
- **Your revised Project #1: Synthesis argument is due for a grade by 6/17.**

Unit 3: Annotated Bibliography (June 18-24)

Note: The final date to withdraw from this course is June 30, 2020

Reading Assignments:

- Graff & Birkenstein Chapters 7, 9 & 10, p. 91-99; 117-130; 131-140.
- Why an Annotated Bibliography is a Good Thing! (PowerPoint)
- Review Graff & Birkenstein, chapter 2, “The Art of Summarizing,” p. 30-41.

Writing Assignments:

- **Research Writing Journal #3:** Reflecting on Your Writing Practices from Paper 1 (**Due by 6/18**)
- **Discussion #4:** Research Paper Proposal (see the prompt for this board for full instructions) (**Due 6/19; response to peers by 6/20**)
- Look carefully at instructions and samples for annotated bibliography.
- Installment #1 (1 citations and annotation) **due 6/20** for response from Dr. Fife
- **Research Writing Journal #4:** Backtracking (**due 6/21**)
- Installment #2 (5 more citations and annotations) **due 6/22** for peer review; feedback to peers **due 6/23**.
- Installment #3 (last 4 citations and annotations) **due 6/24** for peer review AND feedback to peers due same day.
- **Revised Project #3 due for a grade by 6/25**

Unit 4: Researched Argument June 26-July 10)

Reading Assignments:

- Graff & Birkenstein, chapters 8, 11 & 14, p. 101-114, 141-145, & 176-186.
- Review Graff & Birkenstein, chapters 1, 5 & 7
- See sample argument organizations and outlines

Writing Assignments:

- **Discussion #5:** Synthesis planning—notes/outline combo and response to 2 peers **by 6/26**.
- **Discussion #6:** Outline **due 6/30, response to peers due 7/1**.
- **Research Writing Journal #5:** Reflecting on Your Writing Practices (**Due 6/30**)
- **1st 1000 word installment due for peer review and to Safe Assign by July 1; feedback to peers by July 3.**
- **2nd 1000 word installment due for peer review and to Safe Assign by July 6; feedback to peers by July 7.**
- **3rd 1000 word installment due for peer review and to SafeAssign by July 8; feedback to peers by July 9.**
- **Research Writing Journal #6** Final Checks (**Due 7/9**)
- Before submitting your paper, I encourage you to review the Evaluation Criteria for the researched argument, project 3.
- **Final Draft of Project 3: Research Paper due no later than FRIDAY 7/10/20 at 11:59pm CT in Unit 4 folder—submission link at bottom.**
 - Highlighted copies of sources required to be submitted by **FRIDAY, July, 10.**

- Those who do not submit them will face a 10% penalty on Paper 3.
- Optional journal: SafeAssign reflection. (Extra Credit/OPTIONAL due no later than Friday at 11:59pm CT)
- **Research Writing Journal #7** Finally Finished! Due no later than Saturday, July 11 at 11:59pm CT.