

This syllabus is a sample copy only. The final syllabus will be available on Blackboard by the first day of the semester.

**English 200-701/708
An Introduction to Literature Online
Spring 2022**

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Office Hours	To be announced on Bb

Welcome to our English 200 syllabus.

I love teaching literature! I look forward to our time together.

Textbook Information

All the readings will be available via PDFs in Blackboard. If you do not like reading material via a computer screen, which I completely understand, then I recommend printing off the PDFs, or switching to a different ENG 200 course that uses a textbook.

Required Materials

Because computer/internet failure will not be an excuse to turn in something late, the course requires the following things:

- ✓ **Your own computer:** I do not want you to have to rely on a computer lab to be open/available. (A tablet/phone/Chromebook will often not work for this course. Typically, these devices will not work with quizzes/other assignments, or the devices will not be compatible with Respondus, which is free software available via Blackboard that is needed to take quizzes and exams in the class.) If you do not want to purchase a computer, please consider using one of the many computer labs on campus or transfer to another section while there is no charge to do so.
- ✓ **Access to a fast, secure internet connection:** I do not want you to be frustrated if you are booted out of quizzes and end up with zeros.
- ✓ **Microsoft Word:** You are required to upload essays as Word documents. If you are taking this class with me, you are considered a WKU student and can obtain Microsoft Office 365 (which includes Word) for free. Go to WKU's main page, type "Microsoft Office 365" in the search box, and follow the directions.
- ✓ **Schedule (found on Blackboard under the Syllabus/Schedule folder): I highly recommend that you print off the Schedule and cross each assignment off as you complete it.** All the assignments for the entire course are spelled out here, along with due dates and times. This document is critical to your success. Do not just click around on Blackboard and hope that you are finding all the assignments because you will miss valuable material. In addition, please watch the welcome video where I discuss the schedule in the Videos folder.

Communication

How, when, and where we communicate is a very important part of the course. I will communicate with the class using the Announcements page (and I will also send a copy

of the announcement to your WKU email). I ask that you check the Announcements page of our Bb site/your WKU email once a day during the week.

Ask the Prof Forum on Blackboard

When you have a question about the class in general or an assignment (not private matters), please use the forum "Ask the Prof" on the Class Information Board.

If you have a question, there is a good chance someone else does as well. We can all benefit by using this format. Students are welcome to chime in on this forum, just as you would if we were in a face-to-face class. If you send me a private email this type of question, I may ask that you post your question on this forum instead so the answer can benefit the entire class.

I am subscribed to this forum (meaning anytime someone posts in that forum, I receive an email alert – you can subscribe, too – check the forum for details), so there should not be any communication problems; however, if you ask a question in the forum, and I have not responded within 48 hours, please send your question in an email to me.

Private Questions

For private questions (for example, about your grade), please email me.

Email

Feel free to email me anytime. Please allow 48 hours for a response during the work week. I do not check my email on weekends.

Due to privacy concerns, I can only communicate with you via *your WKU email* (not a Gmail, etc.) because I need to make sure I am really communicating with you, especially about private matters, like your grade.

Email Etiquette

In a college-level setting, an email needs to be formal; proper grammar, punctuation, and spelling are expected.

Please include English 200 Online along with a general idea of what your email entails in the subject line.

In addition, please use the following format:

Hello Professor Miller, (*Skip informal greetings such as "Hey.")

I am in your [insert course name/section here].

Then make your request or ask your question.

When you sign off, close with:

Thank you,

[Insert your name.]

When the professor replies, it is good form to reply to let this person know you received the response.

Put your best self forward and reread and revise your email for typical writing issues.

Everyone (definitely including myself on this matter ☺) makes errors and typos, but there is a difference between “Hey. Did I miss any thing n class 2day?” and a minor typo or an accidental misspelling in an email.

Class Information Board

I will post my thoughts concerning class assignments, exams/quizzes, and terms/readings on the Class Information Board in the Feedback Area.

Course Description

Prerequisite

English 100

Catalogue Description

Introductory study of fiction, poetry, and drama demonstrating techniques by which literary artists reflect human experience. Substantial student writing about literature will be required.

Colonnade Learning Outcomes Met by This Course

English 200 helps to fulfill the Arts and Humanities (AH) Colonnade requirement. Upon completion of this English 200, students will demonstrate the ability to:

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities.
2. Distinguish among various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the Arts and Humanities.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.
6. Read, comprehend, and analyze primary texts independently and proficiently.

Course Policies and Information

Blackboard Access

To access Blackboard, go to MyWKU.edu, and you will find a link for Blackboard on that page. Click the word "Courses" to find our class.

Blackboard tends to work best with Mozilla Firefox or Google Chrome.

ITS Service Desk

The ITS Service Desk can help you with a variety of technical problems via <https://www.wku.edu/its/service-desk/>. I am here to help you with English; they are there to help you with technology.

Attendance

You are responsible for all course information, reading, and activities. If you are "missing in action," meaning you have not contributed to our course for two weeks, you will earn an automatic **F**.

University policy states, "Registration in a course obligates the student to be regular and *punctual* in class attendance." Students who are absent/not participating for a total of two weeks of class assignments must either withdraw by the official withdraw date or expect an **F/FN** for the semester.

Participation

In an online class, if you aren't participating, you can't earn a grade. There is a difference in excited, informed, and engaged participation verses slapping words up on a discussion board to meet a deadline. This class is about human concerns (not necessarily always your own), so interacting through postings and assignments over the readings are essential to your learning.

Late Work Policy (Not Accepted)

Since this course is planned out in advance and students know when and what they are expected to turn in, I do not anticipate late work to be a problem. Our "days" end at 11:59 p.m. (end of the day) Central Standard Time.

Please see the **Schedule** (located in the Syllabus/Schedule folder) in Blackboard to see all the assignments, due dates, and times. I strongly recommend printing this document out and crossing off each assignment as you complete it. This step will help you to stay on top of the course. ***Be sure to turn your work in on time because I do not accept late work.***

Special Requests

My goal is to be completely fair across the board to all students. I do not grant special requests or give special treatment to any student. By signing up for and staying in this course, students are agreeing to these terms. If students ask for special request/treatment, they will be referred to this syllabus.

Course Content

Description of Group Discussion Board (GDB) Weekly Postings

In this course, I consider GDB postings to be a form of serious, thoughtful, text-supported writing. These postings are mini-essays – basically, literary arguments on a small scale that will give you a chance to practice writing about literature on low-stake assignments to help prepare you for writing extended formal essays with high point values. **Because of these expectations, I grade these postings extremely closely, so please take great care in creating your responses.**

Questions will be posted for you and your classmates to discuss in your group discussion boards. **I will be looking for the date and time of your postings as well as the quality of both postings to give credit.**

Use the following information as a checklist for your work.

Directions/Grading for Group Discussion Board (GDB) Weekly Postings

In order to be successful for these assignments be sure to answer a new (meaning no one has attempted to answer it yet) question in your Group Discussion Board. If a question has already been answered, and you answer it again – even if your answer is different, you will earn a zero. It will only take a moment to read the posts that are already there before selecting your question. I do not want anyone to go through the trouble of constructing a beautiful response to a question, and then earning a zero because someone already responded to that question...☹

Here are my guidelines for Discussion Board Postings:

1. **New and Properly Labeled:** The student responds to a question that no one else has attempted answering yet. Always label your post in the Subject Box with the question number. Then copy and paste the question you are answering above your answer in the message box. (Doing so will help everyone stay organized and prevent anyone from accidentally answering a question that has already been answered, thus earning a zero).
2. **Quantity:** The student has responded fully to a question on a particular reading. A student's first post/original answer to a question should be at least a 100 word response. The 100 words will **not** include any quotations you have used. The word count is for your original words only. A reply should be at least a 50 word response. Please address the student via his or her name when replying to the post because doing so helps me have context while grading. A simple "Hello [Insert Student Name Here]" is fine.
3. **Quality:** The student creates insightful and critically reflective comments about the questions, showing that he or she can analyze and interpret the author's meanings. There is a balance between the student's thoughts (the majority) and the support (the minority). The student responds to one other student's post. The student's response should not be: Yes, I agree. Instead, the student needs to do one of the following:
 - a) Respectfully disagree and tell us why or
 - b) Agree and *extend the argument with new information.*

Whenever possible, please try to reply to someone new, who has not gotten a reply yet. If everyone replies to the same person, it is not much of a discussion.
4. **Support:** The student uses a supporting quotation. Quotations are introduced and properly punctuated, using MLA style, followed by an in-text citation. **Use the page numbers for fiction and drama provided on the PDFs (or if you hover above the PDF, it will give you page numbers as well), and the line numbers for poetry provided on the PDFs, please.** Summaries and paraphrases will not be accepted. **IMPORTANT:** Use the Guide to Integrating Quotations for Fiction, Drama, and Poetry, located in the Course Documents folder, to create properly formatted support for your work.
5. **Language Usage:** The student uses proper grammar, spelling, capitalization, and punctuation.
6. **Original Thought:** Students use their own thoughts to develop the responses. The student does NOT consult or use any other sources other than the literature assigned; using outside sources when they are not asked for can violate the plagiarism policy for this class, and the student risks failing the class for plagiarism.

Grading Criteria/Issues with Postings on Discussion Board

Needed to post by the due date = -10 (late work is not accepted)

Needed to make an original post = -6

Needed to reply to another student = -5

Needed to use a quote for support = -4

Needed to add an in-text citation = -2

Needed to correct an improperly formatted quote/in-text citation = -2

Needed to use proper period placement with an in-text citation = -1

Needed to address a student by name in the reply = -1

Needed to label the subject box with question number = -2

Needed to copy and paste the question in the message box = -2

Deductions Vary on These Issues:

Needed to fulfill the word count (the word count does *not* include quotes)

Needed to focus on proofreading

Needed to answer the question fully

Needed to address something specific from the text

Needed to address a specific classmate/question

Needed to work on critical and insightful thoughts/comments and/or support your ideas further

The Mechanics of Posting on Group Discussion Board

1. Go to Group Discussion Board (you will *not* have access to this area until the second day of the semester so I can put an accurate number of people in a group).
2. Go to the title of the current literature we are working on.
3. Click the link/title of the literature, which will open the forum.
4. Read the list of questions inside the forum and anything else I have posted there, along with any responses completed by students.
5. Once you have selected a question that has not been answered yet, you can stake your claim to that particular question by going back out of the list of questions by going to the bottom of the page and clicking OK.
6. At the top of this page, choose "Create Thread."
7. In the subject line, place the question number – for example: Q3 (standing for Question 3) - to stake your claim to that question so that all your group members know with a quick glance that particular question is off the market and click the submit button at the bottom of the page.
8. When you are ready to create your post, click on the original thread you created and reply to yourself.
9. In the message box, copy and paste the question you are answering at the top of your post.
10. Then answer the question in the message box.
11. Click Submit when you are finished.
12. When you are ready to reply to another student, use the Reply button at the bottom of his or her response and remember to address that student by his or her name.
13. If you find that you have made an error in any post after you have clicked submit, please do **not** contact me to delete postings. Instead, you can correct your response by replying to yourself again, and at the top *in all caps*, please write "Grade this response instead, please" and I will only grade your corrected response.
14. If there is any type of issue I need to resolve in GDB, please email me the group name so I do not have to search for it.

Exams

Each exam will require an essay with a specific word count along with additional material. You must download the Respondus software to access the exams. To download this software, go to Blackboard. *Before* you enter the course, there is a My

WKU Bb link at the top left of the page. Then scroll down to the area titled Respondus and follow the directions. As I stated previously, Chromebooks, tablets, phones, etc. do not always work with Respondus.

Exams will be given during a twelve hour window from 8 a.m. to 8 p.m. so that the ITS Service Desk is open in case there are any problems. There will not be any extension of test dates for any reason. **If you miss the exam, expect a zero.** More specific information about the exams will be available on Blackboard.

Essays

Students will write literary analyses of at least three different genres, with a total word count of at least 3600 for all formal writing in the course. See the Essay Information and Submission folder on Blackboard for more information. Once students have submitted essays as final drafts, I will not accept revisions for grade changes. Be sure to submit your best effort. **My goal is a two week turnaround time on essay feedback/grading.**

How to Submit Your Essays on Blackboard

Warning: You only have one attempt to upload your essays to Bb, so be sure that you are not uploading anything but the final draft as a **Word document only.** Please do **not** submit a PDF or anything other than a Word document.

If I cannot open your document or you upload the wrong document, you will be given a zero and not allowed to upload again.

In addition, be sure to begin the upload process early – at least 15 minutes before the due date and/or when the ITS Service Desk is open, in case there is an issue.

Go back into Bb to confirm that the upload was successful; you should be able to open your essay. Remember – late work will not be accepted. **Emailed essays will be given zeros.**

1. Open your English 200 account on Blackboard.
2. Click the “Essay Info/Submission” folder on the left side of the screen.
3. Click on the area titled “Upload Final Copy of the Essay and/or View the Rubric.”
4. Scroll down to “Browse Local Files” or “Browse Cloud Service” and click on it.
5. Locate your essay and double click on it.
6. Under the “Browse Local Files” button, click on the box entitled “I agree to submit my paper(s) to the Global Reference Database.” **I will not accept your essay if this box is not checked.**
7. Click the “Submit” button (NOT the Save Draft button).

Peer Review Process

Peer review is an important step in the writing process. Writing is a very personal thing, and because of that, many people feel vulnerable and self-conscious about exposing their writing to others. Please keep this information in mind when commenting on your peers' writing, which does not mean that you can't point out issues - it only means that when you are pointing out something that may need a little polishing, to do so politely. While I have not noticed anything that I personally would call impolite, remember that people are sensitive about their writing, so please use that as a frame of reference.

- 1) Go into the Class Information Board.
- 2) Find the Peer Review link for the essay we are currently working on.
- 3) Click on the “Create Thread” in the upper left corner of the screen.
- 4) In the subject box, place the working title of your essay.

5) Next, copy and paste (or command C and command V) depending on the device you are using) your essay into the message box. Do **not** upload your essay as an attachment. I know this step may destroy your formatting; however, essays that are copied and pasted into the message box tend to get more feedback than attached essays, for whatever reason. Your peer review draft should be right at 500 words (it is fine to stop in the middle of a sentence) – no more, no less to earn full points. See the Essay Info folder on Blackboard for final essay length requirements.

6) Finally, you will review one classmate’s essay. In preparation, read the “Peer Review Guide” in Essay Info/Submission folder, as well as the rubric that is in that same folder, to help with creating your comments.

7) Go back to the Class Information Board and find an essay that has not been reviewed yet. Once you have selected and read that essay, click on the Reply button and place your comments there. Be sure to critique the essay with a minimum of 100 words for credit. Comments such as “Good work” or “Work on your grammar” will earn zero points.

Quizzes

In an effort to help you be successful in this course, there are application/content quizzes over the literary terms (found in Terms to Study folder) and the literature. **The quizzes are timed (10 minutes) and prohibit backtracking, meaning once you have submitted an answer to a question, you cannot go back and change it. Some multi-answer questions will be have all or nothing point values. You must download the Respondus software to access the quizzes.** To download this software, go to Blackboard. *Before* you enter the course, there is a My WKU Bb link at the top left of the page. Then scroll down to the area titled Respondus and follow the directions. **Be sure to be in a quiet, internet secure location when attempting quizzes because once a quiz has been attempted, it cannot be retaken.**

Course Schedule

I will provide you will a complete, detailed schedule with due dates/times on Blackboard in the Syllabus/Schedule folder, but below is the general order we will follow.

- Module 1.0 Orientation
- Module 1.1 “Young Goodman Brown”
 “Reunion”
- Module 1.2 “Good Country People”
 “The Story of an Hour”
- Module 1.3 “Everyday Use”
 “The Lottery”
- Module 1.4 Exam
- Module 1.5 Peer Review
- Module 1.6 “Shiloh”

	Essay Due
Module 2.1	“Trifles” “POOF!”
Module 2.2	“Beauty” “Soap Opera”
Module 2.3	“El Santo Americano” “Click”
Module 2.4	“When LA Erupted in Anger” “Scenes from Twilight: Los Angeles”
Module 2.5	Exam
Module 2.6	Peer Review
Module 2.7	<i>Doubt / Oleanna</i> Essay Due
Module 3.1	“The Fish” “Ah, Are You Digging on My Grave”
Module 3.2	“Home Burial” “John Barleycorn”
Module 3.3	“Theme for English B” “My Papa’s Waltz”
Module 3.4	Essay Due

Course Grade Information

Grading Scale

100-90% = **A** 89-80% = **B** 79-70% = **C** 69-60% = **D** 59-0% = **F**

Grade Break Down

Quizzes	110
Exams	150
Discussion Boards	110
Essays	250
Peer Reviews	50

Grade Policy

I do not drop the lowest grade on any assignment in the class, and I do not offer any extra credit. Your grade is your grade; I will not do any rounding. An 89.9% is still a B. I will

not participate in grade negotiation. I will use Grade Center on Blackboard, but the formal, official and final paper grade book will be in my office.

Incompletes

Typically, incompletes will not be granted for any English Foundations course. When extenuating circumstances arise – for example, if a student is 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 in good standing (C or higher) in the course.

Resolving Complaints about Grades

While final grades are non-negotiable, the first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. Please contact me if you think I have miscalculated your grade. See the Student Handbook, available at <http://www.wku.edu/handbook/> for additional guidance.

University Information

WKU COVID-19 Statement

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. www.wku.edu/healthyonthehill

Important Dates

Last day to add a class or drop a class without a grade: January 25

60% point: March 27 (Students who stop attending class or participating in online class before this date should be assigned an FN rather than an F.)

Last day to drop a class with a W: April 5

Other dates of interest:

Spring Break: Saturday, March 12- Sunday, March 20

Final Exam Week: Monday, May 5-Thursday, May 5

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 English 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.

ADA Accommodation 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, 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.

Title IX, Discrimination, Harassment

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 the 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 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.

Plagiarism

Everyone enrolled in this class has taken or gotten credit for ENG 100, so plagiarism should not be a new concept to anyone in this course. I take plagiarism issues extremely seriously. Several students failed their essays in prior semesters because of plagiarism issues. Specifically, students should only use their own thoughts and the literature presented to them to create their essays and write their discussion boards.

If a student is struggling, please set up an appointment with The Writing Center (<https://www.wku.edu/writingcenter/>) or make an appointment with me via email. I am happy to help students in person (now via Zoom) or via email. Please do not wait until the weekend the essay is due to ask for help.

This semester, I will be taking a very hard stance on plagiarism – and be prepared to fail the course, not just the essay or Group Discussion Board post. The safest and highly recommended course of action is not to peruse the internet for any information on the

literature. Once that step has been taken, the person will not be able to gauge how much or how little that information will have shaped ideas and will be in the danger zone.

There is zero tolerance for any Academic Dishonesty (such as cheating, plagiarizing, sharing quizzes or exams with others, etc.) in any form. If a student is found cheating or plagiarizing (on essays, quizzes, discussion boards, or any assignment), that student will receive a failing grade for the course without the possibility of withdrawing from the course. Other disciplinary action, may occur, as well, including a referral to the Office of Student Conduct.

Please read the English Department's Frequently Asked Questions about Plagiarism listed below for more information. Once more, if students have questions about plagiarism, please contact me. I am ready and willing to help, or students can go to one of the campus tutoring centers.

Plagiarism detection software will be used on all work for the class.

English Department's Frequently Asked Questions about Plagiarism

What does it mean to plagiarize?

According to Webster's International Dictionary, the definition of plagiarism is "to steal or purloin and pass off as one's own the ideas, words, or artistic production of another; to use without credit the ideas, expressions, or productions of another."

Basically, plagiarism comes in three forms: "fraud," "patchwriting," and "insufficient or undocumented paraphrasing." In brief, each paper that you turn in and every sentence in it must be written completely by you, or you must give proper credit to the other writers for their ideas and words. In addition, most teachers consider handing in papers that were written for other classes to be a form of plagiarism. New papers should be written for each assignment unless your teacher indicates otherwise. Remember that writing teachers are experienced at picking out papers that contain plagiarism. Do not be tempted to download papers from the web or to "recycle" papers from other students.

Why shouldn't I plagiarize?

Most people consider plagiarism to be ethically and morally equivalent to lying, cheating, and stealing. When you plagiarize, you have stolen another's work. Further, you shortchange your own education and compromise your ethics. Additionally, you risk damaging your grade for the assignment or the course, and you risk damaging your GPA and your academic or professional career. Plagiarism is a very serious academic offense. In a way, the very foundation of the American educational system rests on the issue of trust, and this trust depends on an honest exchange between students and their teachers. Just as students need to trust that teachers are honest about grading, teaching, and advising, teachers need to trust that students will be honest when taking tests and writing papers. Plagiarism, or any type of cheating, seriously undermines this foundation. This sort of dishonesty indicates that there may be serious questions about the offending student's ethics, and the stigma of this unethical behavior may follow the student for years—decreasing the student's chances of success in academic and professional work.

What can happen to me if I plagiarize?

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the Office of Judicial Affairs for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure. Your instructor may be understanding and tolerant of “accidental” plagiarism; however, you should check with your teacher if you have any doubts about whether you are committing plagiarism in a paper.

What is “fraud”?

Turning in a paper that was written or partially written by anyone else is “fraud.” In this case, “anyone else” includes everyone but you. You may not turn in a paper that was written or partially written by your parent, your boyfriend or girlfriend, your spouse, your sibling, a friend, a stranger, another student, a professional or amateur author, or anyone else.

What is “patchwriting”?

“Patchwriting” is taking several other texts that were written by others, piecing together these ideas or words into a single paper, and turning in that paper as your own work.

What is “insufficient or undocumented paraphrasing”?

“Insufficient paraphrasing” occurs when not enough of the original language and sentence structure of the source is changed for a paraphrase. To paraphrase correctly, major words and basic sentence structure should be changed from the original.

“Undocumented paraphrasing” is taking sections of another’s words or ideas and changing them into your own words without giving the writer proper credit. A paper should not be made up of a series of paraphrases. Use paraphrasing to support your own ideas and not to construct your paper.

Does this mean that I can’t get help writing my papers?

You can. All successful writers rely on other readers to help make their writing better. In fact, going to the Writing Center or having another student or friend read your papers before you turn them in is generally a good idea. Often, classes will have “peer review” sessions that allow other students to read and comment on your papers. However, you should never let anyone else sit at the computer and type in words or hold the pen and write in words. Ask readers to limit their responses to letting you know where you might make changes (for example, word choice, spelling, confusing sentences, awkward structures, organization.) Even if you decide to take a reader’s advice, you should not let her or him make substantial changes to your work.

Does that mean that I can’t look at what other people have written to get ideas for my own paper?

You can. However, if you write about what these other people have written on the subject or if you quote them, use their original ideas or language, or paraphrase, then you must give them credit in your paper. All sources, no matter how briefly used, must be cited.

How do I do that?

Part of the instruction in your writing classes is designed to teach you how to give credit properly to these other writers. If you plan to look at what other writers have said about a topic you have been assigned, you should check with your teacher to establish whether or not this is permitted for any particular assignment and ask to receive instruction in how to give proper credit in your paper.

*This syllabus/course description is subject to change as determined by the professor.

**By remaining in this course, you are agreeing to adhere to the syllabus in its entirety.

Sample Only