ENGLISH 300: Writing Across the Disciplines (3 cr. hrs.)

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Instructor: Dr. Peggy D. Otto   Term: Spring 2022
Class Meeting Time: **ENG 300-714** M 12:40-1:35, **ENG 300-715** M 1:50-2:45
Virtual Office Hours: MW 9:30-11:30   Other Virtual Hours by Appt
E-mail: peggy.otto@wku.edu

Modality: This is an online course with required zoom meetings at the times listed. If you are not able to meet at the time listed for your course, you should choose a different section of ENG 300. Other work for the course will be completed and posted online, including writing and homework assignments, quizzes, and discussion posts. Readings and materials for the class will be posted on Blackboard in weekly folders. Due dates for assignments will often occur at other times than the designated zoom date.

Welcome to English 300! In this class, you will be examining a variety of academic writing styles. You will read complex academic texts in a variety of disciplines. Through a study of the elements that comprise a rhetorical situation, you will understand better how purpose and audience shape writing. You will examine sources for your own research on a topic related to your discipline, critiquing them for relevance, validity, authority, and objectivity. Finally, you will construct an argument of your own based on a critical examination of available sources. Through the activities of the course, you can expect to develop skills needed to become a capable communicator in your field.

Course Pre-requisite: ENG 200

Required Texts:
No text is required. Readings and reference materials will be posted on Blackboard. In addition, students will be required to locate, submit, read, annotate, and use research-based articles of their choosing found on academic databases.

Other Required Materials:
You will need access to Blackboard and the internet, including the capability to send and receive documents through WKU email. Work will be submitted through email or posted on Blackboard. You will need reliable access to zoom to participate in the class.

Tips for Success in an Online Class

NOTE: Online work requires self-motivation and self-discipline. It is a general expectation across academic communities that students should spend 2-3 hours of study time for each hour of class time. Close reading, research, and writing take time. Planning ahead and organizing your time from the beginning will prevent scrambling to complete assignments and falling behind.

Follow the Weekly Plans -I will post weekly plans to help you stay organized. If you follow the Weekly Plans closely, you will greatly improve your chance of success in the class.

Deadlines–I can't emphasize enough how important it is that you adhere to the deadlines for submission of work. As you begin the course, ask yourself, "Am I self-motivated enough to meet these deadlines?" You will be on your own to come to the computer regularly, to read and study the materials, and to pace yourself and plan your work around the deadlines. Many students underestimate the amount of time online courses require. You should consider 2-3 hours a week as the equivalent of simply coming to class. Beyond that, you will need to set aside sufficient time to do what would normally be the out-of-class reading, writing, and other assignments. You know how fast you can work effectively in a reading and writing course, but a minimum of an additional 3-6 hours per week is the general recommendation. This may fluctuate through the semester, depending on when major papers are due. So consider your class requirements for this and the rest of your classes and mark off daily blocks of time for the work. Some people find it helpful for staying on task to set timers with planned short breaks to keep them moving ahead. Figure out what it takes to keep you moving and motivated. Don't schedule your work according to your mood but instead make appointments with your computer and show up. Good habits like this are especially important for combatting writer's block. Right now is a good time to create work habits that are effective for you, habits that will pay off in success throughout your college experience and beyond.

Participation–Experience shows that students who post early on the Discussions generally do better in the course overall. You can control when you get involved in the class discussions. I have posted instructions for discussions along with guidelines for effective posts. Post early—and often. Discussions are critical for mastering the course content. Read or watch all assigned and posted texts carefully. Students who are successful in this course will avoid trying to short-cut the processes. If something is posted, it is important for you to read and apply to your writing.

Contact –Most of our communications will take place via Discussion Board and email. Additionally, you can reach me by phone at the number on this syllabus during my office hours. You can schedule an individual conference during my open office hours by sending me an email at least 24 hours before the time of your requested appointment. Appointments will take place through zoom.   When requesting an appointment, please type "Appointment Request" in the subject line. This will allow me to spot your requests early and reply more quickly with a link for your appointment.

Professional Email Etiquette: When you email me, I expect you to use appropriate etiquette for professional emails.

You should check your WKU email regularly for messages and announcements from me. I will check my email on Sunday evenings and at multiple times on weekdays between 9:00-4:00. I will try my best to respond within 24 hours to emails other than requests for appointments, which I will answer as immediately as I can and ahead of other messages. I am generally not available to take phone calls or read emails on weekends or weekday evenings after 5:00. So when you email me late at night or very early in the morning and wonder why I haven't responded, please remember that. When you make a timely request, I will make every effort to be available. I have also thought carefully about the aids that I have posted on Bb, so that you will have resources at hand for the assignments.

Space and Materials–Where should you do your online work? The time you spend reading, writing, and thinking about the course materials is real class time, so you need a quiet designated work space set up specifically for your online course. Having such a space will make your work more efficient and less frustrating as you avoid having to locate necessary supplies again and

again. You may need to use headphones to achieve the quiet that you need and to remind others that you are working. Keep your cell phone away from your work space to avoid distraction. It's a good idea, too, to keep a notebook to remind yourself of the last thing you did for class each day and where you want to start the following day. This helps to prevent dawdling before you begin the work.

Technology–You need easy and reliable access to Blackboard to participate in this class. If you have trouble accessing Bb, you will find the course challenging. Remember to have back-up technology plans because computer problems will not excuse you from the work of the course. WKU's IT department may be able to help you with certain access issues.

Accountability–I am here to work with and help you, but you are accountable for your performance in the course. If you are negligent in your duties as a student, I ask that you take responsibility for your actions. Your accountability starts with your careful reading of this syllabus.

Assignment Submission –It is your responsibility to ensure that I receive your work. You also should back up all of your work and plan on saving it for some time, especially materials you will use in future assignments, such as planning materials and early drafts. To help organize the work of the course, please use the following file naming conventions: Last name, first initial, Eng300-714 or ENG300-715, assignment and descriptive phrase. So a submission from me for my final draft of the summary assignment, if I were a student in this class, would use the file name **OttoPEng300-715summaryfinaldraft**.

Other Topics –"Questions about the course" is a Discussion area you can use to ask questions about the work of the course. If you have general questions about an assignment, you can post them to this forum. You'll be able to see questions from your classmates, perhaps answer their questions, or find the answer to your question there. I welcome all your feedback about the course at any time, so let me know when you think something is not working as well as it should, and I will be open to revision of course elements that need improvement.

Important Dates
Classes Begin: T 1/18
Last Day to Add or Drop a Class without a grade: T 1/25
Spring Break: M-F 3/14-3/18
Last Day to Withdraw from a Class with a W: T 4/5
Final Exams: M-Th 5/2-5/5

Catalog Description: Interdisciplinary writing course to be taken in the junior year. Students will read and write about challenging texts from a number of fields. Each student will produce a substantial research project appropriate to his or her chosen field.

Department Description: Writing in the Disciplines (English 300) gives students advanced instruction and practice in writing and reading essays within an academic discipline and makes 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.

Course Objectives

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 source and valid arguments

Course Grades:

Quizzes, Assignments, Blackboard Posts	20% = 200 pts.
Short Pieces [Summary (25), Paraphrase (25), Research Proposal (50)	10% = 100 pts.
Annotated Bibliography	15% = 150 pts.
Literature Review	15% = 150 pts.
Researched Essay	30% = 300 pts.
Presentation of Research	10% = 100 pts.

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Informational Grade: I will post your grades on Blackboard within a reasonable time after the work is turned in. At any point in the semester, you may request a report of your progress in the course by meeting with me during my virtual office hours. I will not provide grade reports via e-mail.

Final Grading Scale:

1000-900	A
899-800	B
799-700	C
699-600	D
Below 600	F

*I do not round up. If your final score is 899.9, your grade is a B. Please note in what follows that deductions from your final score may be made for poor attendance and participation.

Course Policies

Attendance: Attendance at the zoom sessions is essential as is completion of all online work. **Each absence after the first in the zoom classes will reduce your final grade (1000 point scale) by 50 points.** For example, if your grade is 850/1000 and you have missed four class meetings, your grade will be reduced 50 points each for the second, third, and fourth absences, totaling 150 points reduction and bringing your 850/1000 B down to a 700/1000 C. I do not differentiate between excused and unexcused absences; if you are not in class, it counts as an absence. However, if you inform me of an anticipated absence due to Covid-related or other severe illness, I will consider exceptions on an individual basis.

Exceptions will be made for athletes and those who participate in university events for which your attendance is required on a date that this class meets. For those events, official university excuse forms must be submitted. **I must be notified in advance of absences required for university-sponsored events. Any work due during those missed classes must be submitted prior to the missed class unless we reach some other agreement in advance.**

Occasonally, a student experiences circumstances beyond their control that cause them to miss several consecutive classes. In this instance, I will meet with the individual to discuss appropriate arrangements. Sometimes, it is best to drop the class when such circumstances are likely to affect the student's success in the long run. We will talk about best outcomes for the affected student on a case-by-case basis

As a courtesy, you should see me or e-mail me if you have a need to be absent; however, this will not allow for a late assignment to be marked "on time" or for attendance and participation points to be retained if you go beyond the three-absence limit. You should obtain the e-mail address of at least one other person in the class so that you can get information about work missed during an absence or for clarification of an assignment. If you have missed a class, be sure to contact someone in the class to see what assignments might have been given. **I will not respond to email requests about what you missed in class. You may, however, make an appointment for a conference if you need clarification on an assignment or course policies.**

Participation: You are expected to be fully present at zoom sessions throughout the designated time period and to contribute to class discussions. Please participate in an environment that is as free as possible from distractions to yourself and the class as a whole. As much as possible, control any noise or activity that would distract from the class environment.

Our class time is our class time and we owe it to each other to leave outside of class those things that do not advance the class for all of us.

Incompletes: An incomplete grade may be given only when you fail to complete course requirements due to <u>documented extenuating circumstances beyond your control</u>. If you have a personal or medical crisis that comes up near the end of the semester, you should discuss your situation with me, and I will make a decision about giving you an incomplete. I will consider an incomplete only if you are in good standing in the course at the time of your request.

Late work: Major assignments must be posted on Blackboard by the due dates in order to receive full credit. Late work will receive an appropriate grade deduction for the assignment. Daily work, quizzes, and posts will generally not be accepted after the due date and will receive a zero. At the end of the semester, I will drop your two lowest daily/quiz/posting grades, including any zeros from not submitting assignments.

Technical problems will not be considered acceptable reasons for not turning in work on time.

Requirements for written assignments and submissions:
All writing assignments (except homework and in-class work) are expected to be typed, double-spaced, 12-pt. font and 1-inch margins, unless otherwise stated in class or on assignment sheets.

Please use a file name for uploaded documents according to instructions above; e.g., **OttoPEng300-715annotatedbibliography.**

If you turn in a paper that is shorter than the assigned word count for any assignment that has a word-count requirement, you will automatically receive a reduction in the grade for that assignment. This deduction will be in addition to any other deductions for content or style.

You should proofread all final drafts for capitalization, punctuation, spelling, usage, and sentence structure before submitting. Points will be deducted from final draft grades for errors in using the conventions of EAE (Edited American English) unless those deviations are intentional to the purpose of the essay. Refer to a good grammar handbook for proofreading guidelines.

Major assignments
You will write several assignments that build a foundation for your final 3000+ word research-based essay.

Summary: You will write an objective summary of an article, which will include a correct bibliographic entry in the appropriate documentation style. [25 pts.]

Paraphrase: You will choose a paragraph or section from an academic article relevant your discipline to paraphrase and submit along with the original text and a correct bibliographic entry in the appropriate documentation style. [25 pts.]

Proposal : Once you have determined a topic for your research, you will submit a proposal, indicating the topic, its relevance and importance to your discipline, your personal interest in the topic, a plan for the research, and a preliminary bibliography of academic sources. The proposal and preliminary bibliography are required. You will not receive full credit for the final paper if the proposal and annotated bibliography have not been previously <u>successfully</u> completed. [50 pts.]

Annotated bibliography: You will prepare an 8-item annotated bibliography of appropriate academic sources relevant to your research project. This is an annotated bibliography because each source will be listed with a brief summary and evaluation of its credibility and relevance to your project. You must use at least six of the sources in your final paper. *If you change your topic after submitting the annotated bibliography, you will be required to submit a new annotated bibliography before submitting your research paper.* [150 pts.]

Synthesis/Literature Review: As part of your preparation for the final project, you will write an overview of the scholarship that you have found on your topic during your research. This will contain summary but must go beyond summary to identify points of coverage, agreement, and disagreement among your sources. Your synthesis will put the sources in conversation with each other and position them within your own argument. [150 pts.]

Researched argument: Your final project for the class is a 3,000-word or more argument from your discipline using a minimum of six academic sources for support. Academic sources do not usually include websites meant for a popular audience or blog posts, popular magazines, and newspapers. The six sources must be professional articles, book chapters, or books. You may not use a source that I have not approved. We will work on various parts of the final paper during the

semester, and you will share drafts with a group of peers. I will <u>not</u> read and respond to a <u>full draft</u> of your paper before the due date; however, if you are having trouble with a particular part, I can assist you during my office hours by appointment. We will review parts of the paper as we work toward a final draft, and you will have peer reviews within your writing group. [300 pts.]

Research Presentation: You will prepare a short slide show accompanied by dialogue that presents your claim and your main points in an interesting, creative, and thought-provoking way. We will use a Pecha Kucha format for the presentations. I have placed a link on Bb explaining Pecha Kucha presentations. The main point of a PK is that it is short, fast-paced, and relies mainly on images to make its point. [100 pts.]

Writing Workshops: This class will follow the recursive approach to writing, which means that papers will undergo multiple rounds of revision. In addition to revising work, peer review provides an important opportunity to apply writing principles. Over the course of the semester, each student will provide drafts of portions of their papers for peer review. Students will be graded for the quality of their participation, both as the writer and as the reviewer.

Academic Integrity and Plagiarism Policies

Academic Integrity: Plagiarism/Academic Fraud occurs when a student knowingly or unintentionally submits another person's published or unpublished (print or web) writing as his/her own, has another person dictate what should be written, or has another person write an assignment and submits that work as his/her own. Students who violate this policy should understand that they are making a decision that may result in failure of this course. On the other hand, students who adhere to this policy make the decision to challenge themselves intellectually; these students decide to abide by ethical principles that illustrate they value the educational opportunities presented to them and that they believe the quality of their contributions should be given a fair assessment compared to that of their peers.

In this course, we trust each other to adhere to the principles of academic integrity discussed in this section of the course syllabus. My assumption is that you will submit work that is your own, that you wish to be evaluated on the quality of your own work rather than someone else's. However, if I begin to question the originality of your assignments, I will ask you in for a conference, during which I will discuss the questionable assignments and will decide whether to submit your work for an originality check through online resources.

Plagiarism or academic dishonesty on any single assignment, including short papers, reflective assignments, and drafts, will result in a course penalty up to course failure. Length or nature of the assignment will not be factors affecting the course penalty. In other words, plagiarism in a one-page paper might result in course failure just as plagiarism in a six-page paper might.

Recycled Writing: All writing submitted for English 200 must be produced this semester in order to meet the requirements for this course. Students who continue after initial warning to submit writing completed during previous attempts at English 200 or for other courses may be dropped from the course for non-participation. In other words, you MUST produce NEW drafts and write on NEW topics. Sections are watched very closely to ensure that students comply with this policy.

From the Student Handbook: "Registration in a course obligates the student to be regular and punctual in class attendance. Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course . . . . Nonattendance does not release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete. . . . Students who cease attending class are expected to properly withdraw from the course."

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.

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.

Assistance

Student academic computing labs are located in the library, TCCW, Grise Hall, DUC, MMTH, and CH 127.

The Student Study and Activity Room**,** CH 124, is available to any student taking an English class.

Writing Center Assistance

The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Our writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper for you. See instructions of the website www.wku.edu/writingcenter for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment. Bring your writing assignment, flashdrive, and any other materials with you.

The Learning Center

Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing University Center, A330) provides free supplemental education programs for all currently enrolled WKU students. TLC @ DUC offers certified, one-on-one tutoring in over 200 subjects by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area, with side rooms designated for peer-to-peer tutoring, and offers a computer lab to complete academic coursework. Additionally, TLC has three satellite locations. Each satellite

is a quiet study center and is equipped with a small computer lab. These satellites are located in Douglas Keen Hall, McCormack Hall, and Pearce Ford Tower. For more information, or to schedule a tutoring appointment, please call TLC at (270) 745-6254. www.wku.edu/tlc

Changes to the syllabus: I reserve the right to make changes to this syllabus and course schedule as the needs of the class dictate in order to reach the course goals. I will announce any such changes and post them to the Blackboard course page.

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 100, 200, and 300 classes this semester. The papers will be examined anonymously as part of a program assessment process; results will have no bearing on student course grades.

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.