

English 2/Research Writing, Section 003:

Spring 2009—Minegar

Instructor: Sarah Minegar -- **Room:** BC 18 – **Time:** MWF 9:00-10:15 am

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Office Hours: TH 4:00-5:00, F 1:30-2:30 (or by appointment)

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Syllabus

Course Description:

- English 2 is designed as a writing workshop where you will learn strategies for writing academic papers, conducting and writing up research, and improving your overall writing skills. The course will focus on *academic writing*, beginning with what academic writers must do before they write a research paper: you will learn how to use the Internet to build a base of background knowledge on a new subject; how to develop in-depth research questions based on a general knowledge of a subject; how to read and annotate discipline-specific texts; how to evaluate, summarize, synthesize, and analyze a range of different print and electronic texts; how to analyze a topic/assignment and use all that you know to respond to it; how to focus your knowledge and organize your ideas; and how to focus a topic for research. You will select a research topic, find sources, and practice the skills you learn in the course by compiling an annotated bibliography and a comparison of sources. Next you will learn how to refine your relationship with your audience and structure a piece of writing accordingly. As you read the texts you have selected for your research, you will practice summary, analysis, classification, synthesis, and comparison by writing about that material. This will lead you to the major component of the course: a 10-12 page *thesis-driven research paper*. Finally, you will take the research you did for the paper and refocus it for a different audience and purpose.

At each stage of the process you will learn how to evaluate your own writing and that of others, making you a more effective editor and writer. As you become more of an expert writer, you will learn how to understand the writings of others more fully: how to perceive their thesis, analyze the assumptions they make about their audience, and follow their overall patterns of organization.

Course Focus:

English 2 will focus on:

- Research Skills:** As this is a research writing course, you will be expected to find a topic of interest, conduct original research, develop research questions, and formulate an argumentative thesis. The research portion of this course will give you the opportunity to expand and refine your library research skills using books, journals, web resources, primary documents, and online databases appropriate for college-level research papers. This course includes both a library and archives research component.

- **Source Use and Engagement:** This course will also give you an opportunity to practice using primary and secondary sources in order to develop and support theories and explore responses to them. This aspect of this course will strengthen your ability to correctly and ethically use ideas and information gathered through research, and indicate that use so others may build on your research.
- **Academic Writing Skills:** The writing portion of this course will entail prewriting, drafting, peer review, reflective writing, editing and revision activities—all of which are to be completed in preparation for your writing portfolio. This course aims to increase the flexibility of your writing by providing strategies to help you generate, expand, organize, and draft ideas and information into effective papers. This course will also help you develop your awareness/accommodation of various audiences, academic and otherwise.

Texts and Supplies:

- Anson, Chris M., Robert A. Schwegler, and Marcia F. Muth. *The Longman Writer's Companion*. Second Custom Edition for Drew University. New York: Pearson Education, Inc. 2008. **OR** an earlier edition
- A collegiate dictionary.
 - Two good online dictionary sources include: The *Oxford English Dictionary* (OED), found on Drew's electronic resources page-- <http://www.drew.edu/depts/library/er-subject.aspx?category=E-Reference%20Books> and the Merriam-Webster abridged dictionary, found at-- www.m-w.com.
- Your notebook computer, a LAN card & cable and a LAN account (and password).
- A computer disk to backup your work for this class.
- Brightly colored pens for peer workshops.

Ground Rules:

A seminar is only as strong as its laziest member, so it is essential that each member of the seminar accepts her or his responsibility to the other members. Thus:

1. You will be expected to **attend** every class prepared to participate and share your ideas and writing with your writing colleagues. If you are unprepared, the workshop will not work, your colleagues will suffer, and you will be marked as absent. Three unexcused (i.e. undocumented) absences will result in your final grade being lowered by one letter. As a responsible and conscientious student, you will also be expected to arrive to class on time. Habitual tardiness is unacceptable. Three late arrivals will be counted as one unexcused absence.
2. You must come to each class prepared to write, to share your drafts with others, and to revise what you have already written. This means you must work steadily both in class and on your own. As this is a writing course, we will do a lot of writing, both in class and at home—you should plan to spend **at least two hours outside of class for every hour in class**. I expect your informed and thoughtful participation in our class discussions, and that you come to each class prepared and ready to contribute.

3. You must **respect your fellow writers**. This means that you must take them and their ideas and writing seriously and comment constructively with sensitivity to their feelings. Failure to do this will result in a collapse of the trust necessary for a workshop and you will be asked to leave (and marked as absent). Lack of respect ranges from discriminating comments (homophobia, racism, sexism, etc.), to yawns, the pulling of faces, drumming fingers, laughter, asides to other members of the seminar, and so on.

Classroom Protocol:

- Classes will be spent writing, workshoping or discussing writing, writing assignments and examples of writing produced by writers from a variety of discourse situations, including this class. We will be doing a large amount of writing, both inside and outside of class. Regardless of the class format on any given day, you will be expected to be prepared, to listen, and to participate in an appropriate fashion. * Off-task reading, writing, instant messaging, texting, or talking during class time will not be tolerated. It is your responsibility to learn how to post an away message so that you will receive no distracting instant messages during class time.

Grading:

The grades for this course are assigned on the basis of the distance each writer travels during the semester in addition to the place each person has reached by the end of the course. Specifically, grades will be based on the following:

(20%) Class participation (class discussions, email assignments, attendance, writer's workshops, and conferences among other things)

(60%) Application of the material covered in the class. This will be determined from the portfolio you will compile. The grade for the portfolio will be divided as follows:

(40%) Final Product (your finalized research paper)

(20%) Process (how your paper got there)

(10%) Archives Project

(10%) Annotated Bibliography

***NOTE* You must receive a passing grade on the final paper to pass the course.**

Drew University, CLA Grading Scale:

AExcellent4.00
A-Excellent3.67
B+Good3.33
BGood3.00
B-Good2.67
C+Satisfactory2.33
CSatisfactory2.00
C-Satisfactory1.67
D+Marginal1.33
DMarginal1.00
D-Marginal0.67
UUnsatisfactory0.00
NCNo credit0.00

Course Policies:

- **Plagiarism:**

Students are expected at all times to follow the rules for source use described in the “Drew University College of Liberal Arts Standards of Academic Integrity” document available in *The Longman Writer’s Companion*, on line at <http://www.depts.drew.edu/composition/Integrity.htm>, and in printed form at the office of the Dean of the College, BC 110. Students found to be in violation of these standards by the Committee on Academic Integrity **will fail the course**, regardless of other penalties levied by that committee.

- **Academic Accommodations:**

Requests for academic accommodations must be formally filed with the Office of Educational Services. It is the student's responsibility to self-identify with the Office of Educational Services. To schedule an appointment, call x3327 or stop by BC 114. Please note that there are no retroactive accommodations.

**** You are accountable for all University, Departmental, Writing Program and class policies, whether you have read them or not.**

Course Work:

- **Major Writing Assignments:**

Research Topic Proposal

Research Paper: three drafts

Annotated Bibliography

Archives Project/ Presentation

Writing Portfolio

> [Writing Assignments Link](#)

- **Other Course Assignments:**

- Student conferences
- Library sessions
- Small email assignments
- Short reading assignments
- Peer review sessions

- **Conferences:**

Scheduled conferences are times in which you will meet with me individually, outside of (or in lieu of) class. These conferences will generally last between ten and fifteen minutes, and are times for you and me to privately discuss your writing, your concerns, and your improvement among other things. Missing a conference counts as an absence. [CONFERENCE SCHEUDLE PAGE](#)

- **Library Sessions:**

During week two, a Drew University librarian will come to our classroom to discuss internet and electronic resource research. The librarian will give pointers/demonstrations on searching the public web effectively with boolean operators, search terms, websites beyond google, searching Drew's online subject-specific databases, and evaluating sources among other things. It is important that you attend class these days. * [ENGLISH 2: Library Resources](#) * [Library Research Guides](#)

- **Peer Review Sessions (Peer Workshops):**

Peer workshops are graded in-class activities. During these sessions, you will work with a partner to review completed drafts of each of your respective papers. You will be provided with a peer workshop worksheet, designed specifically for the draft you are discussing. A completed draft, as a general rule, is a draft of your paper that you would have been ready to turn in for a grade, had the assignment been due.

You want to make sure you and your partner have something substantial to work with and discuss.

[MISSED PEER WORKSHOP](#) (<click here)

- **Turning in Papers and Other Assignments:**

All assignments are due via email by the designated date/time given in the [semester schedule](#).

Assignments are not always due on class days, so make sure to check due dates carefully. When you turn in your email assignments, please write the title of the assignment in the subject line of your email.

NOTE:

"Technology issues" are not an excusable reason for not turning in assignments. E-mail assignments are for your convenience, and should not impede your ability to complete an activity. If your computer or email account are giving you troubles, you are responsible for making alternative arrangements (i.e. borrowing a friend's computer, getting a loaner computer, saving to the K drive, saving to your flash drive, emailing yourself your assignments, using a secondary email account, pasting/typing assignments directly into an email (instead of attaching them), printing assignments, or even hand writing assignments).

Contact CNS promptly, if you have problems with your Drew account. <http://depts.drew.edu/cns/>

If absolutely necessary, you may turn in hard copies of your work during class, but you should then email me your work as soon as you are able to.

* If you plan to leave an assignment outside of my office, you must secure your paper in a sealed manila envelope. The envelope should have my name, your name, the course and section number, and date written neatly on the front. If you leave something at my office, email me to let me know. I will reply to let you know I have received it. *Remember- my email address is sminegar@drew.edu

--Instructions for turning your portfolio > [here](#).

- **Late Work Policies:**

I generally do not accept late work. Exceptions will be handled on a case-by-case basis. You must provide me with some sort of official documentation (i.e. doctor's note, funeral notice) in order for me to consider waving the penalties for a late assignment. You may request an extension on assignments (excepting your portfolio) provided you have a special circumstance (excluding technical difficulties) which prevents you from submitting the assignment on time. If the situation is of a persistent nature or otherwise severely impacts your ability to perform in the course, I heartily recommend contacting Dean Lawler informing her of the situation; she is in a position to mediate formal arrangements that I cannot as an instructor. Special Note: Extensions requested on the due date will not be granted.

* It is important to keep me informed when issues arise that may cause you to get behind on work.

- **Format:**

For the purposes of this course, we will be using the MLA style of documentation for all of our formal written assignments. The MLA guidelines can be found in your *Longman Writer's Companion* (201-240) and also at <http://owl.english.purdue.edu/owl/resource/557/01/> .

- **Accessing the Network:**

To access the course when logged into the network, open up "My Computer," on the "K drive" (SP2009 on 'causeway_P\courses'), then open the course number and your name.

* (k) drive info page: <http://www.depts.drew.edu/its/docs/network/drives/kdrive/>

If you are:

On campus- <file:///k:/>

Off campus: <https://netstorage.drew.edu/oneNet/NetStorage/DriveK@SP2009>

-- **KEEP ALL OF YOUR WRITING FOR THIS COURSE**, including in-class and out-of-class working notes, drafts, revisions, final drafts, workshop responses, and freewriting. * **Rename** each draft to avoid confusion or losing data.

-- **TECHNOLOGY** will be an integral part of our writing course. The majority of your writing assignments, drafts, and response papers will be turned in electronically. It is your responsibility to **check your campus email and the course website regularly** for updates and class announcements.

-- **SAVE-SAVE-SAVE**

As preventative measure against "technology malfunctions," such as computer crashes or destroyed flash memory drives, you are responsible for making backups and saving on the LAN. It could be disastrous for your grade if you cannot produce evidence of your work at semester's end. If you save your work to the network, the network is backed up on a tape every day, making it virtually impossible to lose your work, even if your personal computer crashes. Backup disks also help prevent a lost paper panic attack. So do emailed attachments of your work in progress.

Class Cancellations:

- **Snow Closing**

The Drew University Snow Closing number is (On-Campus – x 3872; Off-Campus - (973) 408-3872). If the College of Liberal Arts is closed, class is cancelled. An announcement is usually posted on the university website www.drew.edu.

- **Other**

If in case of extreme emergency I am forced to cancel a class for reasons other than the University closing, I will make every possible effort to make sure you are notified via e-mail before that class.

Course Website:

The course website is your lifeline. Keep it bookmarked and check it often. The course website is where you will find the most up-to-date semester schedule, your writing assignments, and links to helpful online resources.

→ http://users.drew.edu/sminegar/English_2_SP09_Sect_003/index.htm

The semester schedule is subject to change. The schedule will be updated weekly at the very least. It is a good idea to check for updates nightly. Please realize that the online schedule is for your convenience only; it does not diminish your student responsibilities. You are responsible for those assignments given in class, which are not yet recorded on the online semester schedule.

NOTE Many of the assignments on the online semester schedule are hyperlinked for your convenience. Simply click the underlined text to view the next screen.