English 599.01B and 599.01W: Bibliography and Methods of Research

COURSE SYLLABUS: Spring 2020
CRN 22505 (Blended), 22506 (Online)
F2F Blended Dual Modality Course
Instructor: Dr. Susan Louise Stewart

Office Location: Talbot 314
Office Hours: W, 10-12; R, 2-6, or by appointment (the possibility exists that I'll need to change my office hours after midterms. It's always wise to make an appointment even during office hours, for I frequently have several student appointments during office hours. I'm on campus much more than my office hours; these are just the times that I try to keep free for student consultations. It doesn't always work that way, but I try.

Office Fax: 903-886-5980
Phone: N/A: please email me. I will respond within 24 hours to emails sent to me M-R by 5:00

University Email Address: susan.stewart@tamuc.edu

Preferred Form of Communication: email
Communication Response Time: Generally within 24 hours M-R

COURSE INFORMATION

Textbooks: MLA 8th Edition
Software: Use Word (not pdf, not open docs, not google docs)

Course Description: For beginning literature and languages graduate students who have not had an equivalent graduate-level course, this course covers manuscript preparation, format; research techniques for literary, linguistics, and composition/rhetoric studies.

This Semester: Students will learn the skills, methods, and methodologies of research. The main assignments consist of bibliographies, annotated bibliographies, and bibliographic essays. Students will also learn the ins and outs of MLA formatting.

Platform: This is a dual modality class. That means I have 2 sections, one of which is online, and the other is f2f. We will be recording this class and it will be available to you and to the online students. Online students will be joining us either through streaming or through material they have written through discussion boards and other outlets that I will share with you. You will need access to D2L, our online learning management system, for assignments, the grade book, discussion boards and other components reside there.

Student Learning Outcomes:

- Demonstrate the ability to compile useful bibliographies associated with academic/scholarly research
- Demonstrate the ability to write an organized, well written bibliographic essay associated with academic/scholarly research
- Demonstrate the ability to use secondary scholarship in ways that reflect the conventions associated with researched writing: summaries, paraphrase, and quotations, with clear attribution and works cited or bibliography

COURSE REQUIREMENTS

Assignments:
Annotated Bib of Bibliographic Essays (including characteristics) (40 pts)
Patchwriting (40 pts)
Bibliography on Plagiarism (40 pts)
Bibliographic Essay on Plagiarism (60 pts)
Ethics of Research (40 pts)
Introduction and Bibliography on Methods/Methodologies (40 pts)
Introduction and Annotated Bibliography on Methods/Methodologies (60 pts)
Final Bib Essay (100 pts).
Discussion Boards (Number to be determined, 10-20 pts each)
Other assignments based on need
Lecture responses for online students

Grading

90-100%	A
80-89%	B
70-79%	C
60-69%	D
50-59%	F

Course Policies

Late Papers: I seldom accept late papers, and if I do, it is at my discretion. I don't usually accept late assignments; if I do, I won't grade them until the end of the semester, I won't provide

comments, and the score will be reduced by one letter grade. Please note that incompletes are generally unavailable and are granted only under extreme situations.

Attendance: I know how very complicated life can be. Still, as graduate students, you have greater responsibilities than undergraduate students in terms of attendance and discussion in that you are demonstrating your professionalism through the classes you take and how you conduct yourself in those classes. If you miss classes, I will assume one of two things: you have other priorities or you're not taking the course seriously. You DON'T want me to think that, for I won't make you a priority and it will be difficult to take your work seriously. The classes I teach are my priority; I expect the same from you. If you miss more than two class periods, expect your grade to reflect as much. If you miss more than three class periods, I reserve the right to drop you. In short, be in class on time, prepared, and attentive. As indicated above, I don't usually accept late assignments; if I do, I won't grade them until the end of the semester, I won't provide comments, and the score will be reduced by one letter grade.

Please be aware that if you cannot attend class, you'll need to make up for that through an assignment to be identified. Going online for information provided that week does not constitute being "present" in the face-2-face course.

Revision Policy: Revisions are at my discretion, but I generally encourage students to revise. Some circumstances that preclude revision:
1.   The assignment has been turned in late
2.   You have made an A or B on the assignment
3.   I perceive that the mistakes are careless or a result of not spending sufficient time on the assignment
4.   The assignment does not meet the basic requirements (incomplete, doesn't meet word count, etc.) I have established
5.   The paper has been recycled or was not written by you. A recycled paper is one written for another class and handed in under the pretense that it was written for this class. Students are welcome to use material written for other classes, but they must first clear it with me, and I will explain what needs to be done in order for it to be acceptable.

Phone and Computer Use: Phone and computer for class (not personal) use only (for instance, answering research questions).

Syllabus Change Policy: The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for me to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

ADA Statement

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

> **Office of Student Disability Resources and Services**
> Texas A&M University-Commerce
> Gee Library- Room 162
> Phone (903) 886-5150 or (903) 886-5835
> Fax (903) 468-8148
> Email: studentdisabilityservices@tamuc.edu
> Website: Office of Student Disability Resources and Services
> http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice: Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TECHNOLOGY REQUIREMENTS

Browser support

Because this course uses an online learning management system (D2L or Brightstar), regular and reliable computer access is essential for students. The following information has been provided to assist you in preparing to use technology successfully in this course.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
> Pop-ups are allowed.
> JavaScript is enabled.
> Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/
  - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff.

Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" in Brightspace to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

COURSE OUTLINE / CALENDAR

This is only a rough outline. Go to D2L for details regarding assignments and due dates. You should also know that I never get the dates right no matter how I try.

Week 1: 1/16
Introductions and about the Course; Discussion board post.

Week 2: 1/23
Lecture & Reading

Week 3: 1/30
Introduction/Annotated Bib of Bib Essays

Week 4: 2/6
Lecture & Reading

Week 5: 2/13

Define, Explain, and Redefine Patchwriting

Week 6: 2/20 (no class)
Bibliography on Plagiarism

Week 7: 2/27
Lecture & Reading

Week 8: 3/5
Bibliographic Essay on Plagiarism

3/12
Spring Break!

Week 9: Tues, 3/19,
Bibliography on Methods/Methodologies

Week 10, 3/26
Lecture & Reading

Week 11: 4/2
Annotated Bib on Methods and Methodologies

Week 12: 4/9
Lecture & Reading

Week 13: 4/16
Bib Essay on Ethics of Research

Week 14: 4/23
Lecture & Reading

Week 15: 4/30
Lecture & Reading

Finals Week