ENG 599 Bibliography and Methods of Research

COURSE SYLLABUS: Fall 2024 02W   81175

INSTRUCTOR INFORMATION

Instructor: Dr. Salvatore Attardo
Office Location: Talbot Hall (Hall of Languages) 306
Office Hours: M-TH 11:00 am to non and 3:00 pm to 4:00 pm (by appointment only) Schedule through this link:
https://calendar.app.google/c24f6NeoM9YUWddz8
Office Phone: 903-886-5260
Office Fax: 903-886-5980
University Email Address: <u>salvatore.attardo@tamuc.edu</u>
Preferred Form of Communication: email
Communication Response Time: 1 work day
Zoom Meeting ID: 645 861 9518

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: none (APA Manual 7th edition optional)
Software Required: access to LMS
Optional Texts and/or Materials: all materials are included in the LMS shell

Course Description

Catalog 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.

Course-specific description: ENG 599 provides graduate students with the opportunity to familiarize themselves with the techniques, procedures, methods, and approaches to undertaking scholarly work in the field of Applied Linguistics. We focus particularly on the social practices that scientists engage in in this field, by following the steps needed to complete a basic research paper such as finding a topic, assessing literature, the writing process, and so on.

Student Learning Outcomes

1. write a publication-ready research paper
2. find relevant research and appraise its quality
3. plan, organize, develop, write, and revise sentences, paragraphs, and sections
4. investigate, develop and support a meaningful conclusion (thesis)
5. collect, construct and integrate in the paper a bibliography in proper APA style.
6. prepare and present a Powerpoint presentation on the topic of the paper

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word, Web Browser, Google and Google Scholar, or similar search engines, use library web site.

Instructional Methods

The course is delivered entirely online (or dual modality). The course follows the writing of a research paper step by step: from the selection of a research topic, the gathering of sources, their evaluation, the creation of an annotated bibliography, the writing of a proposal/outline, the development of a conclusion/ thesis, a first daft, and a final paper. Each step is assessed independently. Class participation (primarily in the form of class discussions and video-conferences with the instructor) is also part of the assessment.

If the course is offered in dual-modality, there will be a live session once a week. Synchronous attendance is OPTIONAL, but the students must watch the lecture during the week. An announcement will be posted in the shell concerning the lecture's time/day.

Student Responsibilities or Tips for Success in the Course

- Students are responsible for familiarizing themselves with the syllabus and all course instructions found in the online course platform Learning Management System (LMS): MyLeo Online (D2L Brightspace). D2L can be found in myLeo:
    https://leoportal.tamuc.edu/uPortal/f/welcome/normal/render.uP
- Students will be responsible for reading **all online materials and watching all videos and other materials provided.**
- Students will be responsible for completing and submitting all assignments online. **Preferred format is pdf.** Acceptable file formats are MSWord (.docx), PDF, .rtf, .txt. All other word processing formats will have to be converted to one of these formats. **The final paper must be in pdf.**
- Students will be responsible for contacting the professor via the LMS or email regarding questions on assignments PRIOR to the due date.
- Students will engage in online discussion (Discussion Forum) in the LMS. Students will introduce themselves in the LMS in the first two days.
- Students may also be required to have virtual conference(s) with the instructor, especially in the last weeks, at the instructor's discretion. These conferences are part of the class participation. Obviously, students may request a conference with the instructor anytime.
- Work week: the work week starts on Monday at 0:01 am and ends on Friday at 23:30 pm. **All assignments are due on Friday at 23:30, unless otherwise indicated in the course**. All times are CST. If you are in a different time zone, you will need to make adjustments.

- Please follow the order of the assignments. While some lectures and assignments may be available from day 1, do not try to jump ahead.
- ***Students should always keep a backup of all materials submitted online.***

GRADING

Final grades in this course will be based on the following scale:

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

Assessments

Class Participation:	10
exercise 1:	5
exercise 2:	5
exercise 3:	5
Annotated Bibliography:	10
Outline for final Paper:	15
First Draft of paper:	15
Presentation:	10
Final paper:	25
	100%

Class participation includes: Online discussion(s), introductions, sample annotated bibliography, topic proposal, conferences with instructor, reading posts in the discussions, completing course content.

TECHNOLOGY REQUIREMENTS

Browser support

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.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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

- • You must have a:
  - o Sound card, which is usually integrated into your desktop or laptop computer
  - o Speakers or headphones.
  - o *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:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player https://get.adobe.com/shockwave/
    - o 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.

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, locations that offer free wifi, 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" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

I will respond to emails within one working day of receipt.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late work will be penalized or will earn zero points, at the instructor's discretion. Missed exams, quizzes, assignments, etc. will earn zero points, unless PRIOR arrangements had been made with the instructor. In the case of extenuating circumstances beyond the students' reasonable control, the instructor will make a decision on a case-by-cases basis. Failure to back up your work, system failures within the last 30 minutes of a submission window, or student error do not fall under extenuating circumstances. It is the students' responsibility to make sure that the assignments are properly submitted, on time, and backed up in multiple locations.

Syllabus Change Policy

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

<h1 style="text-align:center">University Specific Procedures</h1>

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

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

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

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.

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Use of AI in the course

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

According to the above statement, **use of AI tools is strictly forbidden in the writing phase**. Use of AI tools for research is allowed. Other uses should be negotiated with the instructor AHEAD of time.

COURSE OUTLINE / CALENDAR

All deadlines are subject to change. Please see the announcements in the LMS.

All assignments are due at 11:30 pm on the Friday of the week in which they are due, except the final paper, which is due Dec 9th, at 11:30 pm CST.

This is a fully online class; there are no live sessions.

ENG 599 Fall 2024 Calendar

Week/Unit			Class activity	Assignments due
1	Sept 3-6	Sept 2 Labor day	Introduction - Linguistics as a science	Post self introduction
2	Sept 9 — 13		Choosing a topic + Using AI?	
3	Sept 16 — 20		Essay-level thesis	
4	Sept 23 — 27	Ampra conference Sept 26-28	Paragraph-level thesis and organization	Paragraph exercise (1)
5	Sept 30 — Oct 4		What does it mean to write clearly?	Sentence exercise (2)
6	Oct 7 — 11		Why do we quote? Locating, assessing and quoting sources + avoiding predatory publishing	APA exercise (3)
7	Oct 14 — 18		Summarizing research	Sample annotated bibliography
8	Oct 21 — 25		Developing a research question	Proposal for paper due
9	Oct 28 — Nov 1	Metroplex conf. Nov 1	Conferences (if required by instructor)	
10	Nov 4 — Nov 8		Conferences (if required by instructor)	Outline of paper due
11	Nov 11 — Nov 15		Plagiarism and how to avoid it	
12	Nov 18 - Nov 22	ArkTESOL Nov 18	Editing and proofreading	First draft due
13	Nov 25 — Nov 29	Thanksgiving Break Nov 28—29	no class	no class
14	Dec 2 — Dec 6		Presenting your paper/ submitting an abstract	Presentations
Finals week	Dec 9 — 13	Dec 13 Graduation	Please complete class eval and assessment	Final paper due Dec 9, 11:30 pm CST