English 599
Bibliography and Methods of Research

COURSE SYLLABUS: SPRING 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Masha Kostromitina

Office Hours: by appointment on Zoom (please email to schedule)
University Email Address: maria.kostromitina@etamu.edu
Communication Response Time: I will normally aim to respond to all emails within 24 hours. Please allow me some extra time to respond to you on weekends. ☺

Live lecture: Thursdays at 6 pm CT (optional)

COURSE INFORMATION

Textbook Required
Feak, C., & Swales, J. (2009). *Telling a research story: writing a literature review*. University of Michigan Press.
Creswell, J. & Creswell, J. (2017). *Research design: Qualitative, quantitative, and mixed methods approaches* (5th edition). Sage.

Other Materials
Journal articles and other course information will be available on D2L Brightspace.

Software Required
● D2L
● LeoMail
● A word processing program: *Students have free access to Office 365.*

Course Description

This course is a graduate-level course designed to get students acquainted with the techniques, procedures, methods, and approaches to undertaking scholarly work in the field of applied

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linguistics. We focus particularly on the social practices that scientists engage in in this field, by following the steps needed to complete a research paper, including finding a research topic, framing research questions, assessing literature, conducting research synthesis, and writing a literature review

Learning Outcomes

Upon completion of this course, students will

1. Be able to locate and develop a research topic of their interest;
2. Be able to find relevant research and appraise its quality;
3. Develop the understanding of different research methods and research skills;
4. Develop a good command of the APA style;
5. Enhance academic writing skills and be able to produce a high-quality literature review paper.

Course Ground Rules

In this course, all work will be completed through D2L. You should check the course website frequently for assignments, announcements, and discussions. I strongly recommend dedicating set days/times to completing your work and working in advance. You are expected to put 2-3 hours a day to work on the course materials. Please also note that **assignment due dates are crucial. No delayed assignments will be accepted.** Moreover, we are co-constructing our knowledge in the learning community. Please be prepared, share thoughtfully, respond respectfully, and engage in all learning processes.

I also expect that students will exhibit courtesy toward others. Courtesy means NOT engaging in online rudeness or refusing to focus on group work or class discussion. Courtesy means engaging in behaviors such as listening carefully to others, accepting that various points of views can be valid, maintaining a focus on the discussion in hand and treating others as you wish to be treated.

COURSE ASSIGNMENTS

The following assignments help students achieve the learning outcomes. Detailed information and guidelines for each assignment will be posted to the course website.

- **Online Discussions** (4 x 5 points) --- Online discussions provide students with opportunities to demonstrate their learning and ability to apply the course knowledge and scaffold each other's learning in the online community. There are two deadlines each week: one for posting your initial response to discussion prompts (i.e., by **Thursday** midnight), and one for responding to at least three of your classmates (i.e., **Sunday** midnight). Students will complete 4 online discussion assignments.

- **Exercises** (4 x 5 points) --- Students complete 4 exercises in relation to academic writing and documentation style. Close reading of the required texts is important.

- **Annotated Bibliography** (15 points)—After students determine their specific research topic within applied linguistics, they complete an annotated bibliography in which they summarize and evaluate eight scholarly sources (e.g., journal articles and

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book chapters) about the selected topic. Research topic needs to be approved by the instructor.

- **Outline for Final Paper** (15 points) and **Final Paper** (30 points) --- Based on the literature search and annotated bibliography, students write a high-quality literature review paper. Before completing the final paper, students work on a detailed outline for the final paper.

Total Possible = 100 points ("No curve" grading scale / 100 percent possible, 90-100=A 80-89=B 70-79=C, and so on.

Assignment Submission

- Our work week runs from Monday to Sunday. All assignments must be submitted by the designated due date (mostly Sunday 11:59pm). No late work will be accepted. In a special circumstance with a valid excuse (which needs to be documented in paper and authorized), you may be granted with 24-hour grace period to complete your assignments.
- The submission should be in an appropriate academic format (i.e., APA). Failure to confirm to the standards will result in points deducted. Please refresh your knowledge of the APA style via https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- If you have trouble uploading the assignment to the course site, please e-mail your work to me at maria.kostromitina@etamu.edu.

Communication

I encourage you to contact me if you have questions about this course. I generally reply email within 24 hours, except weekends. Please send messages directly to maria.kostromitina@etamu.edu. If you do not receive any response within three days, please resend your message.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:

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https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

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. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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.

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University Specific Procedures

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. https://inside.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: https://www.britannica.com/topic/netiquette

TAMUC Attendance

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

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
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf

Collection of Data for Measuring Institutional Effectiveness

To measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx). This is

solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

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.

Students with Disabilities-- ADA Statement

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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Student Disability Services

https://www.tamuc.edu/student-disability-services/

Nondiscrimination Notice

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.

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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.

A&M-Commerce Supports Students' Mental Health

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**

Mental Health and Well-Being
The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

http://telusproduction.com/app/5108.html

AI use in Courses

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.

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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.

Specific guidelines on the use of AI in this course:

• You cannot trust anything generated by an AI tool. If it gives you a number or fact, assume it is wrong unless you can verify it with another credible source. You will be responsible for any errors or omissions provided by the tool. It works best for topics you understand.

• Do not trust AI to supply citation information. Do your own research and include the proper citation information in your writing.

• You are not allowed to use AI to generate an entire assignment.

• You are permitted to use AI to facilitate your completion of the course assignments if you acknowledge your use of it and document how you use it. Please include a statement at the end of any assignment that uses AI explaining what you used the AI for and the link of your chat history. Failure to do so is in violation of academic honesty policies.

• When in doubt about whether your use of AI in a course assignment is appropriate, check with me before submitting your work for a grade.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Writing Center

The Writing Center offers writers free, one-on-one assistance. We welcome all writers, majors, and disciplines—undergraduate and graduate students alike. In fact, we work from the premise that all writers, no matter their ability level, benefit from the feedback of knowledgeable readers. The Writing Center staff is trained to provide writers with just this service. In short, we are here to help you help yourself. The Writing Center offers one-on-one sessions with writers—both face-to-face and online—begin on the hour and last up to 45 minutes. You cannot sign up for back-to-back appointments, but you may sign up for as many appointments as you'd like each day and week. For more information, visit https://www.tamuc.edu/writing-center

Library

The Velma Waters Library supports the research, learning and teaching interests of students, faculty and staff. Connect with a librarian, explore our research and course guides, and attend workshops.

● **Chat with a Librarian!** Get immediate assistance with our chat service on the main Library page: https://www.tamuc.edu/library/
● **Email** ask@tamuc.libanswers.com. We will respond to your email within 24 hours, often much sooner.
●**Text** your question to 903.225.2862.
● **Call** the Waters Library at 903.886.5718 or contact the librarian for your college/ department to discuss your research needs.
● **Meet With Us**! Don't stay up all night searching Google. Schedule a one-on-one consultation held in-person or via Zoom with the librarian for your college/ academic department.
● **Visit Us**! We'd love to meet you in-person!
    o Waters Library Research Office: Second Floor, Room 213
    o Waters Library University Archives: 4th Floor, Room 406A

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o A&M – Commerce at Mesquite Metroplex Center: Second Floor, Study Room

Student Career Preparedness Office

Meet with career advisors who can help you with the resources and tools needed to prepare you for your next phase after graduation and beyond. To schedule an appointment, you can either call 903.468.3223, emailing hirealion@tamuc.edu or go online by clicking schedule an appointment.

Technical Support

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Tentative Course Calendar

This schedule is flexible and subject to change.

WEEK #	ASSIGNED READING	ACTIVITIES/ASSIGNMENTS
Week 1 Course Overview (1/12 – 1/18)	NA	Self-introduction
Week 2 Introduction to Literature Review (1/19 – 1/25)	Feak & Swales, Orientations Chapter; Course module materials	Discussion 1
Week 3 Literature Search/Review (1/26 – 2/1)	Course module materials (e.g., Creswell & Creswell, Chapter 2 Review of the Literature)	Discussion 2
Week 4 Thesis Development and Selection of Sork for LR (2/2 – 2/8)	Course module materials; Feak & Swales, pp. 25-37	Exercise 1
Week 5 Features of Academic Writing (2/9 – 2/15)	Swales & Feak, Unit One- An approach to academic writing; Feak & Swales, meta-discourse (pp. 38-42)	Exercise 2
Week 6 Quoting and Citation (2/16 – 2/22)	Feak & Swales, pp. 43-59; Course module materials (They say, I say)	Exercise 3
Week 7 Paraphrasing and Avoiding Plagiarism (2/23 – 3/1)	Feak & Swales: pp. 77-86; Course module materials	Exercise 4
Week 8 Summarizing and Assessing Research (3/2 – 3/8)	Swales & Feak, Unit Five-Writing summaries & Unit Six-Writing critiques; Feak & Swales, pp. 71-75	Annotated Bibliography

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Week 9 SPRING BREAK, NO CLASS (3/9 – 3/15)		
Week 10 Three Types of Research Design (3/16 – 3/22)	Creswell & Creswell, Chapter 1	NA
Week 11 The Purpose Statement (3/23 – 3/29)	Creswell & Creswell, Chapter 6	Research paper outline
Week 12 Research Questions (3/30 – 4/5)	Feak & Swales, pp. 60-69, module materials Creswell & Creswell Chapter 7	Discussion 3
Week 13 Drafting, Revising, and Editing (4/6 – 4/12)	Feak & Swales, pp. 60-69, module materials	Research paper draft (optional)
Week 14 Evaluating LR (4/13 – 4/19)	Feak & Swales, pp. 93-95.	Discussion 4
Week 15 – 16 **Finals**	NA	Final Paper due (due date to be announced)

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