

ENGCOMP200 Research Writing and Information Literacy Course Syllabus - Fall 2023 (Section 6 on Mondays at 3:40 – 6:25 pm)

Course Information

Credit hours: 3	Instructor: David Jeffrey
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	Office: Zone 3 Room 320A
	Tel (Main Office): 28-6259-6919
	Office hours: Tuesday, Wednesday, and Thursday from 13:50 – 18:25
Classroom: Zone 4 Room 202	Prerequisites: <i>ENGCOMP 152</i>

Required Text:

Hacker, D. & Sommers, N. (2017). *A writer's reference (9th ed.)*. Bedford/St. Martin's.

Course Description

This course builds on ENG152 by focusing on research writing and information literacy. In this course students will gain exposure to academic writing, learn to synthesize research sources, employ proper conventions of citation, write using professional and academic genres, use digital tools for researching secondary sources, and deliver academic presentations. The course stresses active learning, collaborative projects, multi-modal communications, academic readings, and student-led research to answer questions and solve problems. The semester covers the basics of formulating research questions, creating a research plan, writing a proposal, synthesizing information, and writing a research paper.

Outcomes

By the end of the course, students will be able to perform the following:

1. use digital tools, like search engines and library databases to find print and electronic resources
2. evaluate research resources for quality, and properly cite these sources in students' own work in addition to synthesizing research materials through coherent reasoning
3. critically and creatively use writing to express concepts or ideas
4. create and annotate bibliographies
5. propose a research project according to professional genres
6. compose research project following proper style-guides, demonstrating college-level writing in English
7. present research findings using multi-modal compositions and public speaking

Objectives

In this course students will complete the following:

Assignment		Percentage of Final Grade
ASSIGNMENT 1 Proposal with Annotated Bibliography	500-word proposal, annotation of 6 sources	20%
ASSIGNMENT 2 Research Paper 2,000-word stand-alone literature review	2,000-word stand-alone literature review, APA style	50%
ASSIGNMENT 3 Poster Presentation	A poster presentation on students' research project	10%
ASSIGNMENT 4 Participation and Routine Writing	This includes attendance, homework, and in-class activities. It will be graded holistically.	20%

Attendance Policy

After two unexcused absences, students will lose 3 points or half a letter grade from their final grade. Students with more than five absences will fail the course.

Participation

The final grade will be greatly affected by students' attendance and participation. For each part of a class period missed, a student will receive a deduction of half the point value of a full absence for that day. Participation will be assessed holistically throughout the semester. Late attendance, use of electronic devices without the instructor's permission, non-participation in the online/in-class activities will all be negatively reflected in your grades.

Student Responsibility

For students, it is your responsibility to keep track of your assignments, the due dates as well as additional information announced by the instructor. It is also your responsibility to ask me if you need clarification.

A Note Concerning Plagiarism: The class adopts a zero-tolerance policy towards plagiarism. You should never copy the words of another and present those words as your own work. All sources cited must be acknowledged. You must not get help from any outside sources to do your work without the teacher's permission. The penalty for plagiarism is failing the class.

Tentative Schedule (subject to change according to the instructor's discretion)

Week	Topic	Reading	Assignment Due
1	Introduction	Syllabus	
2	Exploring your research topic; creating keyword searches Assignment 1 Proposal and annotated bibliography	R1-b Posing questions worth exploring R1-d Searching efficiently	Forum 1: Self-introduction
3	Annotated bibliography	R2 Managing information; taking notes responsibly	Forum 2: Research question
4	Writing annotation; Quoting, paraphrasing, and summarizing	R3-e Constructing an annotated bibliography	Forum 3: Bibliography entries
5	National Day Holiday (No class)		
6	Cataloging the literature	APA-3 a-c Integrating sources	Forum 4: Annotated bibliography
7	Writing Workshop Annotated Bibliography; Peer review	Peer review forms	Forum 5: Proposal and Annotated bibliography draft
8	Writing the literature review Documenting sources in APA; Assignment 2 Research Paper	APA 3-d Synthesizing sources APA-4 Documenting sources	
9	Outlining the literature review	APA 1 Supporting a thesis	ASSIGNMENT 1 DUE Forum 6: Introduction
10	Writing the body of the literature Coherence, logic, and evidence	APA-5B Sample APA research paper (Literature review)	Forum 7: Literature review framework
11	Discussing the literature	R3-c Reading with an open mind and a critical eye	Forum 8: Body of the literature review

Week	Topic	Reading	Assignment Due
12	Formatting research papers in APA	APA-5A APA manuscript format	Forum 9: Writing the conclusion
13	Research Paper Draft; peer review	Peer review form	Forum 10: Research Paper Draft
14	Creating the poster Assignment 3 Poster presentation	http://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf	Forum 11: Draft Poster
15	Poster Presentations	A5: Speaking confidently	ASSIGNMENT 3 POSTER DUE
16	Poster Presentations		
17	Wrap up the course		ASSIGNMENT 2 DUE

Student Use of Electronic Technology Policy:

Students must use electronic technology (including cell phones, laptops, tablets, and iPads) in appropriate ways during classes. Out of respect, cell phones should generally be turned off or on silent and stored out of sight. They should not be used during classroom activities unless the instructor has given permission. Electronic devices are forbidden during quizzes, tests or other in-class graded assignments, unless the instructor has given permission. Technology use in this class is meant to improve the learning environment for all students. Please be respectful of your instructor and classmates and use the technology appropriately. If you have questions about what this means, please talk to your individual instructor.

Recording:

To ensure the free and open discussion of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance permission of the instructor, and any such recording properly recorded in advance can be used solely for the student's own private study.

Make-up Policy for Missed Assignments and Tests:

Students are responsible for the assignments in their classes. Assignments include in-class activities, quizzes, tests, homework, and any other work related to classes.

- If you are absent from class, you should try to contact one of the students in your class to find out what work was missed.
- If you cannot find out from another student about what work you have missed, when you return to class you must talk to your instructors about the missed work and if/when you can make up the work. You are responsible for talking to your teacher; your teacher is not responsible for reminding you about missed work.
- If you are absent from class on the due date of an assignment, you must hand in the assignment and be prepared to make up tests the day that you return to class or on a date decided with your teacher.
- If you know you will be absent, talk to your teacher before you leave or email your teacher to find out about the work that you will miss while you are away.

- If you have not been absent from class and you want to hand in an assignment late, you must first discuss the reason with your teacher before or on the due date. Do not assume that your teacher will accept late assignments. Also, you may lose points for late work based on teacher discretion.
- If you and your teacher arrange to meet so that you can make up an assignment and you miss that meeting, you may receive a “0” for that assignment.

Use of Machine Translation and Other Online Writing and Language Tools

While students are encouraged to use dictionaries and other language resources, they should not rely on machine translators for large sections of text. Papers must be written in English. Any paper that is written in Chinese and then processed through an online translator will be considered unacceptable. If an instructor believes that a paper was written using machine translation, the instructor reserves the right to ask the student to re-write (potentially with a different topic), or give an alternative assignment, which may include a timed-writing essay assignment. Until the rewrite is submitted the student will have an F for the assignment.

Use of non-English sources

[Policy suggestions: the idea here, is to emphasize that non-English sources need to be cited and the translations of source materials have to be treated as quoted material]

All non-English sources must be cited. The translation of non-English sources is equivalent to quoting. When using Chinese sources, use quotation marks to directly quote the sources and include the original source in brackets. For example, Wang Chao in describing nanocarriers says, “Interaction between nanomaterials and organisms, especially Interaction between the Immunological Effect of Nanomaterials and the Immune System in vivo further clarification is needed to optimize the shape, physicochemical properties, size and surface of nanocarriers” [纳米材料与生物机体内的相互作用，特别是纳米材料本身的免疫学效应与体内免疫系统的相互作用需要进一步阐明，优化纳米载体的形状、大小、表面、理化性质等。] (Wang, 2015).

SCUPI Honor Code:

Students in this course must follow the SCUPI Honor Code. This includes:

- must not get help from anyone to do his/her work without the teacher’s permission.
- must not get help from any outside sources to do his/her work without the teacher’s permission.
- must not copy the words of another and present those words as his/her own work.

Participating in these activities can result in an F. Turning in work that is not your own can result in an F. Writing Center Policy: first instance will result in failure in assignment with option of rewrite; second instance will result in failure of assignment and meeting with Writing Center director; third instance will result in failure in the course and referral to university officials for Honor Code violation.

Participation:

Active participation is crucial for language learning. Participating in class makes you an engaged learner of English. In this class, participation means:

- arriving to class on time
- attending class regularly
- staying on task (including appropriate use of technology)
- completing all homework on time
- actively listening to your classmates and teacher when they speak in class
- actively and constructively participating in class activities

- asking questions
- being prepared to answer questions
- bringing all class materials
- using only English in class

Student Responsibility:

This syllabus is a contract between you and the instructor. It is the first place you should look for answers to your questions about course requirements, expectations, and policies. By enrolling in this course, you are agreeing to adhere to the requirements, expectations and policies outlined in this syllabus, including sections on the SCUPI Honor Code. Students who fail to submit their work on time or miss more than 5 classes could receive a failing grade and may not graduate.