

# **ENG 108 College Writing and Research Syllabus and Schedule Professor M. Shane Heard**

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**Office Hours—30 Minutes Prior To Class MWSC Office Phone #:816.271.4310**

**Purpose:** To provide practice with writing effective papers using field and document research in the style and manner of ACTION RESEARCH.

## **Texts:**

—**Hacker, Diana. A Pocket Style Manual. 4th ed. Boston: Bedford/St. Martin's, 2004.**

—**Mills, Geoffrey E. Action Research: A Guide for the Teacher Researcher. 2nd ed. New Jersey: Merrill, Pren. Hall, 2003.**

—**A GOOD COLLEGIATE DICTIONARY!**

**Goals:** By the end of the semester you should be able to:

- Effectively construct and defend a written argument.
- Conduct appropriate field research and library research.
- Accurately summarize, quote, and draw inferences from oral and written material.
- Synthesize personal perspectives with outside sources.
- Adequately document sources using appropriate formal citation methodology.
- Complete necessary revision, editing, and proofreading of papers.

**Common Departmental Requirements:** <http://www.missouriwestern.edu/eflj/eng108.asp>

## **Requirements:**

**1. Computer Use:** You must use word processing for all of your writing for this course.

### **2. Paper Formatting:**

**a. Margins:** 1" Top, Bottom, Right, and Left

**b. Font:** Times, Times Roman, or comparable

**c. Font Size:** 12 pt.

**d. Spacing:** Double-spaced (24 pt.)

**e. Indents:** ½"

**3. Projects:** All projects must be submitted in person at the beginning of the class period on the date due.

4. **Reading:** Assigned readings must be completed before the class meeting for discussion.
5. **Writing:** Five projects totaling 1,300 points (65% O.F.G.)
6. **Style:** All research presentations must follow MLA Parenthetical Referencing and Work Cited style.
7. **Class Assig.:** Additional classroom assignments will be added for at total of 400 points (20% O.F.G.).
8. **Final:** The CLASS FINAL IS MANDATORY AND WORTH 300 POINTS (15% O.F.G.).

**• PROJECT #1: PERSONAL ARGUMENTATIVE ESSAY •**

1. Description: •This personal essay will argue a specific position you are taking concerning a topic of interest.

2. Criteria: •The Project #1 Rough Draft is worth **50 points**

**• Project #1 Final Draft:**

- Includes an "Argumentative Statement"
- Length of Personal Argumentative Essay is to be 2-4 pages.
- Entire Personal Argumentative Essay Final Draft is worth **100 points**

**• PROJECT #2: RESEARCH PROSPECTUS #1 •**

1. Description: •This research prospectus will cover the same topic used in your personal argumentative essay from Project #1 and will be used to write an argumentative research essay for Project #3.

2. Criteria: •The Project #2 Rough Draft is worth **50 points**

**• Project #2 Final Draft:**

- The prospectus must include four parts:
  - 1. Descriptive Title
  - 2. Working Thesis (Revised Argumentative Statement)
  - 3. Explanation of Purpose
  - 4. Annotated Bibliography
    - a. Minimum of six sources
      1. No more than 1/3 from online
- Length of Research Composition (#1-#3) is to be no more than 2 pages
- Length of Annotated Bibliography (Part #4) is to be 2-3 pages
- Entire Research Prospectus #1 Final Draft is worth **100 points**

**• PROJECT #3: RESEARCH ESSAY •**

1. Description: •This research essay is argumentative/persuasive and based on your personal essay from Project #1 and the library/online research you completed for Project #2.

2. Criteria: •The Project #3 Rough Draft is worth **50 points**

• **Project #3 Final Draft:**

- A minimum of six sources is required, with no more than 1/3 from online
- The Project #3 Final Draft should include:
  - A revised (if necessary) argumentative statement
  - Points and ideas generated from Project #1 and supported with information gained from research completed in Project #2
- Length is 4-6 pages (not including bibliographic material)
- Entire Research Essay Final Draft is worth **250 points**

• **PROJECT #4: RESEARCH PROSPECTUS #2** •

1. Description: •Follow the same criteria as for Project #2. However in Project #4, you must cover a different topic, which you will use research to support in Project #5.

2. Criteria: •The Project #4 Rough Draft is worth **50 points**

• **Project #4 Final Draft:**

- A minimum of 10 sources is required, with no more than 1/4 from online.
- Entire Research Prospectus #2 Final Draft is worth **150 points**

• **PROJECT #5: RESEARCH PAPER** •

1. Description: •This paper must be on the same topic as the research prospectus #2 (project #4).

This research paper is persuasive and based on library/online research.

2. Criteria: •The Project #5 Rough Draft is worth **100 points**

• **Project #5 Final Draft:**

- Length is 7-10 pages (not including bibliographic material)
- Entire Research Paper Final draft is worth **400 points**

**IN GENERAL: POLICIES:**

**1. GRADING:**

Your course grade will be determined by your performance on the projects listed, as well as, additional classroom work. No extra credit or bonus points are available. Projects that are not submitted by deadline will not be accepted for grading unless I determine that extenuating circumstances should allow you to do so. Points awarded for projects and additional classroom work are converted to letter grades as follows: 100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D, Below 60% = F.

## **2. ATTENDANCE:**

You are expected to attend every class meeting. Absences do not allow you to skip assignments made during your absence or to submit work past deadline. In the event of planned absences that cannot be avoided, you must notify me in advance so that we might discuss what you need to do to remain current in your course responsibilities.

## **3. ACADEMIC HONESTY:**

You are expected to do your own writing for this course. Submitting someone else's work (including plagiarism through misleading documentation) will earn a zero for the course grade. Serious infractions may be turned over to the dean of students for disciplinary action. **IMPORTANT:** Let there be no mistake. If you cheat, you will flunk.

## **4. DISABLED STUDENTS:**

If you are disabled, whether the disability is apparent or not, and concerned that your disability may interfere with your completion of course requirements above, please notify me during the first week of classes so that we might discuss appropriate alternatives.

# **ENGLISH 108 Spring 2005 Semester Schedule:**

Page references are to the Action Research textbook. Changes, if needed, will be announced during class.

## **JANUARY:**

### **20th:**

- 1. Distribute and review syllabus, course outline, and other materials.
- 2. Assign peer groups.
- 3. Work through Chapter 1 in class: "Understanding Action Research" (pp. 1-21).
- 4. Work through Chapter 2 in class: "Clarifying a General Idea..." (pp. 25-26)  
"Reconnaissance" (pp. 27-28)
- 5. Discuss first topic.
- 6. **Assignment: Finish Chapter 2: "Deciding On And Area Of Focus" (pp. 28-45).**
- 7. **Assignment: Read Chapter 3: "Data Collection Techniques". -Only read: "Reflection on Action Research", "Qualitative Research Techniques" (pp. 46-56), and "Realign Your Area..."**

- 8. Assignment: Be thinking of a topic that you wish to argue. This needs to be a strong subject as you will be using this topic for Projects #1, #2, & #3.**

27<sup>th</sup>:

- 1. Discuss remainder of Chapter 2 and all of Chapter 3
- 2. Break into peer groups:
  - a. Share research topics. "Reflection of Action Research".
  - b. Generate "Qualitative Research Techniques" for each topic with peer help. To be collected during classes.
- 3. "Realign Your Areas of Focus" based on peer discussion.
- 4. Construct an "argumentative statement" that focuses your individual topic. Share.
- 5. Review Project #1 criteria.
- 6. Assignment: Word processed Project #1 Rough Draft which will include an "Argumentative statement" that will be somehow identified, due next class period.
- 7. Assignment: Read Chapter 4, "Data Collection Considerations..." (pp. 74-96).**

**FEBRUARY:**

3<sup>rd</sup>:

- 1. Break into peer groups:
  - a. Work through each person's Project #1 Rough Draft.
  - b. Check for clerical and grammatical errors.
  - c.. Check for logical errors of argumentation.
- 2. Collect Project #1 Rough Draft.
- 3. Discuss Chapter 4.
- 4. Assignment: Read Chapter 5: "Data Analysis and Interpretation". (pp.103-117). You may skip "De-Emphasizing Learning by De-Emphasizing Grades".**

10<sup>th</sup>: NO CLASS: LHS PRODUCTION OF ANNIE!!!

17<sup>th</sup>:

- 1. Project #1 Rough Drafts returned.
- 2. Discuss general problems with Project #1 Rough Drafts.

- 3. Discuss Chapter 5.
- 4. Discuss Project #2 criteria.
- 5. **Assignment: Read Chapter 6 "Action Planning For Educational Change" -Only read:**

**"Developing Action Plans"**

- 6. **Assignment: Project #1 Final Draft due next class period.**
- 7. **Assignment: Project #2 Rough Draft due next class period.**

**24th:**

- 1. Collect Project #1 Final Draft and Original Rough Draft.
- 2. Discuss Chapter 6.
- 3. Break into peer groups:

Project #2 Rough Draft:

- a. Work through each person's Project #2 Rough Draft.
- b. Check for clerical and grammatical errors.
- c. Check for logical errors of argumentation.

Action planning:

- a. Discuss process of action planning.
- b. Create individual action plans for Project #3 with peer help.
- c.. Share.

- 4. **Assignment: Project #2 Final Draft due next class period.**
- 5. **Assignment: Type "Action Plan" for Project #3, due next class period.**
- 6. **Assignment: Read Chapter 7: "Sharing, Critiquing...Action Research On-Line" -Only read: "Electronic Means For Sharing Action Research" through the end of "On-Line Research: Challenges and Cautions".**
- 7. **Assignment: Read Chapter 8: "Writing Up Action Research" (pp.162-186).**

**MARCH:**

**3rd:**

- 1. Return and discuss over-all problems with Project #1.
- 2. Collect Project #2 Final Draft and Original Rough Draft.

- 3. Discuss Chapters 7 and 8.
- 4. Break into peer groups:
  - a. Discuss any changes needed to be done to individual action plans.
- 5. Discuss Project #3 criteria.
- 6. **Assignment: Type revised "Action Plan" for Project #3, due next class period.**
- 7. **Assignment: Project #3 Rough Draft due next class period.**

**10th:**

- 1. Return and discuss over-all problems with Project #2.
- 2. Collect Action Plan.
- 3. Peer group: Project #3 Rough Draft revision as in previous Project.
- 4. Collect Project #3 Rough Draft.
- 5. In class discussion: Topic T.B.A.
- 6. In class Action Research assignment: Criteria T.B.A.
- 7. **Assignment: Read: Appendix A: "Action Research In Action..." (pp. 189-201)**

**17th: NO CLASS: SPRING BREAK!!!!**

**24th:**

- 1. Return and discuss over-all problems with Project #3 Rough Draft.
- 2. Discuss and work through Appendix A from beginning to end.
- 3. Discuss Project #4 criteria.
- 4. **Assignment: Project #3 Final Draft due next class period.**
- 5. **Assignment: Rough Draft #4 due next class period.**

**31st:**

- 1. Collect Project #3 Final Draft and Original Rough Draft.
- 2. In class discussion: Topic T.B.A.
- 3. In class Action Research assignment: Criteria T.B.A.
- 4. Peer group: Project #4 Rough Draft revision as in previous projects.
- 5. **Assignment: Alternative Reading Assignment #1 T.B.A. due next class period.**
- 6. **Assignment: Project #4 Final Draft due next class period.**

## **APRIL:**

### 7th:

- 1. Return and discuss over-all problems with Project #3.
- 2. Collect Project #4 Final Draft and Original Rough Draft.
- 3. Discuss Alternative Reading Assignment #1.
- 4. In class Action Research assignment: Criteria T.B.A.
- 5. Discuss Project #5 criteria.
- 6. Assignment: Project #5 Rough Draft due next class period.**
- 7. Assignment: Alternative Reading Assignment #2 T.B.A. and read by next class period.**

### 14th:

- 1. Return and discuss over-all problems with Project #4.
- 2. Peer group: Project #5 Rough Draft revision as in previous projects.
- 3. Collect Project #5 Rough Draft.
- 4. Discussion of Alternative Reading Assignment #2.
- 5. In class Action Research assignment: Criteria T.B.A.

### 21st:

- 1. Return and discuss over-all problems with Project #5.
- 2. Discuss Final thoughts of Action Research.
- 3. Assignment: Project #5 Final Draft due next class period.**

### 29th:

- 1. Collect Project #5 Final Draft and Original Rough Draft.
- 2. Discussion of Final., Extra time to be spent as class deems important!
- 3. Assignment: Study for Final.**

## **MAY:**

### 5th:

- 1. Return graded Project #5.

### **2. FINAL EXAM--REQUIRED ATTENDANCE.**