Fayetteville State University  
College of Arts and Sciences  
Department of English  
English 341-D1: Advanced Composition  
Fall 2015  

I. Locator Information:  
Instructor: Dr. Trela N. Anderson  
Course # and Name: English 341, Advanced Composition  
Semester Credit Hours: 3  
Course Meeting Time: Online Course  
Email address: tanderson@uncfsu.edu  
Office Telephone: 910-672-1417  
Office Location: Butler Building, Room 123  
Office Hours: MTR (10:30 a.m.-12:30 p.m. and 2:30 p.m.- 4:00 p.m. and by appointment)  

NOTE: Email is my preferred mode of contact for an online course. Nevertheless, I love it when students drop by and allow me to associate a face with a name. Please note my office hours listed above.  

NOTE: PLEASE allow me 48 hours to respond to emails. Usually, I respond within 24 hours.  

II. FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.  

Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf  

Please check your campus email and Blackboard daily, which is a must.  

IV. Title IX – Sexual Misconduct  
Fayetteville State University (University) is committed to fostering a safe campus environment where sexual misconduct — including sexual harassment, domestic and dating violence, sexual assault, and stalking - is unacceptable and is not tolerated. The University encourages students who may have experienced sexual misconduct to speak with someone at the University so that the University can provide the support that is needed and respond appropriately. The Sexual Misconduct policy can be found at the following link: http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf  

Consulting with a Health Care Professional - A student who wishes to confidentially speak about an incident of sexual misconduct should contact either of the following individuals who are required to maintain confidentiality:
Reporting an Incident of Sexual Misconduct - The University encourages students to report incidents of sexual misconduct. A student who wishes to report sexual misconduct or has questions about University policies and procedures regarding sexual misconduct should contact the following individual:

Title IX Coordinator  
Barber Building, Room 242  
(910) 672-1141

Unlike the Licensed Professional Counselor or the Director of Student Health Services, the Deputy Title IX Coordinator is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent possible.

Students are also encouraged to report incidents of sexual misconduct to the University’s Police and Public Safety Department at (910) 672-1911.

IV. Disabled Student Services:

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

V. Course Description:

This course will be conducted as an individual research and writing course with focus on research, critical thinking, critical writing, argument and counterargument.

Students will

- **Choose** a research topic from a list of three topic subjects.
- **Create** an annotated bibliography consisting of at least ten sources related to the topic.
- **Research** the topic, incorporating sources I provide as well as sources they find within the library’s research databases.
- **Draft** an 8-10 page research paper on the topic.

**Note:** Assignments 1-11 are assigned in an effort to prepare students for writing the research paper.

VI. Online Course:

This course utilizes Blackboard as the primary form of student/faculty interaction. We do not meet in a classroom, but we have regular and frequent interaction via the computer. You are expected to know and utilize all the different elements of Blackboard for communication
with your peers and with the instructor. One of the discussion forums in this course is called “Q&A.”
Throughout the course, this discussion board will be open for questions and answers about
the class. You are expected to assist each other in discovering the answers to the questions
that arise. Email is not our primary form of communication; it will be reserved for
emergencies. Communication takes place in group forums. I will monitor all discussions and
provide input where appropriate.
This course is much more challenging for the student because it requires greater
technological skills and, most of all, because it requires you to be a highly motivated self-
learner. You will be expected to be able to work independently to accomplish a variety of
tasks.

VII. Disclaimer:
You should reconsider enrolling in English 341 online if you are unable or unwilling
to do the following:
1. Log on BB daily and check announcements first.
2. Buy the assigned texts --- Yes, you DO need the latest edition of the MLA
3. Read the assigned texts.
4. Upload your work via Blackboard using Microsoft Word (this is compatible); do
   NOT send the assignments via email unless instructed to do so.
5. Conduct academic research using the library’s databases and catalog; no WWW’s
   allowed.
6. Turn in all assignments by 11:00 p.m. on the due date. This course is NOT self-
   pace. All assignments have due dates.

You are required to obtain your textbooks, the journal articles and books for your papers,
and other class supplies on your own. Some external links are provided to assist you.

Minimum Technological Prerequisites
You must have access to a computer with the following capabilities:
○ Broadband or DSL high-speed Internet access.
○ Complete MS Office software
  ○ All documents must be submitted in MS WORD
  ○ Some presentations utilize PowerPoint
○ Adobe Acrobatic Reader (Can be downloaded for free from the internet)
  http://get.adobe.com/reader/
The MS Office software suite is available for remote (off-campus) use through the
FSU Citrix portal.

VIII. Required Texts:
• You may purchase the text by Shrunk and White online for a small cost. It helps with
  all elements of writing and is small enough to carry with you.
**Note:** You cannot successfully complete assignments without purchasing the required text --- no exceptions. The online version will not suffice in that page numbers are required for the MLA Handbook assignment.

**IX. Student Learning Outcomes:**
By the end of this course, students should be able to
1) Use technology to find, store and present information from online and print sources.
2) Apply proofreading strategies to prepare documents in Standard Formal Written American English appropriate to academic and professional work.
3) Develop mastery of page formatting, citation, and incorporation of sources in MLA format.
4) Evaluate rhetorical strategies in published and peer texts.
5) Create a portfolio of written work.

**X. Course Requirements and Evaluation Criteria:**
Final grades are calculated on a four-point system and affect a student’s grade point average as indicated below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Hours attempted and earned</td>
<td>4 per credit hour;</td>
<td>Exceptionally high (90-100 points)</td>
</tr>
<tr>
<td>B</td>
<td>Hours attempted and earned</td>
<td>3 per credit hour</td>
<td>Good (80-89 points)</td>
</tr>
<tr>
<td>C</td>
<td>Hours attempted and earned</td>
<td>2 per credit hour</td>
<td>Satisfactory (70-79 points)</td>
</tr>
<tr>
<td>D</td>
<td>Hours attempted and earned</td>
<td>1 per credit hour</td>
<td>Marginally passing (60-69 points)</td>
</tr>
<tr>
<td>F</td>
<td>Hours attempted – Not earned</td>
<td>0 per credit hour</td>
<td>Failing (0-59 points)</td>
</tr>
<tr>
<td>FN</td>
<td>Hours attempted – Not earned</td>
<td>0 per credit hour</td>
<td>Failing due to non-attendance. (Student registered, but never attended.)</td>
</tr>
<tr>
<td>W</td>
<td>Hours attempted – Not earned</td>
<td>No impact on GPA</td>
<td>Class withdrawal prior to deadline (see Academic Calendar)</td>
</tr>
<tr>
<td>P</td>
<td>Hours attempted and earned</td>
<td>No impact on GPA</td>
<td>Satisfactory - Assigned only in classes specified as Pass/Fail</td>
</tr>
<tr>
<td>WU</td>
<td>Hours attempted – Not earned</td>
<td>No impact on GPA</td>
<td>Withdrawal from all classes for semester or term</td>
</tr>
<tr>
<td>AU</td>
<td>Hours attempted – Not earned</td>
<td>No impact on GPA</td>
<td>Auditing</td>
</tr>
</tbody>
</table>

| AU    | Hours attempted – Not earned                                                | No impact on GPA | Auditing                                          |
XI. Submitting Work:
Submit your work through the “View/Complete” link on Blackboard. Do NOT submit assignments via email unless instructed to do so.

Note: Submitting an assignment via email is the equivalent of not submitting it.

XII. Important Contact Persons:
For technical help, i.e. help with Blackboard, please contact Ms. Shanta’ Hailey in the Office of Online Education at shailey1@uncfsu.edu; 672-2522 or James Heard at jheard@uncfsu.edu; 672-1195. For help with research, please contact Ms. Andrea Putnam at asheeney@uncfsu.edu; 672-1242. Both James and Andrea are enrolled as instructors within the course.

XIII. Assessments:
Unit 1
Assignment 1: Syllabus Quiz 20 pts.
Assignment 2: Library Database Quiz 20 pts.
Assignment 3: Choosing a Research Topic (post on Discussion Board) 10 pts.
Assignment 4: Limiting Your Research Topic 60 pts.
Assignment 5: Unit 1 Reflection (200 words --- post on Discussion Board) 20 pts.

Unit 2
Assignment 6: Open Book MLA Quiz 120 pts.
Assignment 7: Quoting and Paraphrasing and Parenthetical Citations 40 pts.
Assignment 8: Annotated Bibliography (ten sources, MLA style) 100 pts.
Assignment 9: Unit 2 Reflection (200 words --- post on Discussion Board) 20 pts.

Unit 3
Assignment 10: Thesis Sentence exercise 20 pts.

Unit 4
Assignment 12: Research Paper 200 pts.
Assignment 13: Unit 3 Reflection (200 words --- post on Discussion Board) 20 pts.

Assignment 14: Optional Revision of Research Paper; the Higher Grade stands.

You can earn possibly 670 pts. in the course!

- To obtain your course grade, simply divide the number of points you’ve earned by the total number of points possibly earned. For example, once unit one’s assignments are complete, divide the total number of points you’ve earned by 130. For example, 100/130= 76.9 / C.
XIV. Assignment Due Dates:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>Due by 11:00 p.m. on Tuesday, Sept. 1</td>
</tr>
<tr>
<td>6-9</td>
<td>Due by 11:00 p.m. on Friday, Sept. 25</td>
</tr>
<tr>
<td>10-11</td>
<td>Due by 11:00 p.m. on Friday, Oct. 30</td>
</tr>
<tr>
<td>12-13</td>
<td>Due by 11:00 p.m. on Friday, Nov 27</td>
</tr>
<tr>
<td>14 (optional revision)</td>
<td>Due by 11:00 p.m. on Friday, Dec 4</td>
</tr>
</tbody>
</table>

If you have questions concerning an assignment, please contact me at least two days before the assignment is due.

XV. Policy on Late Work

Assignment due dates are non-negotiable. Work must be submitted via Blackboard and Blackboard only, and it must be submitted on time to receive credit. Assignments not submitted will receive a score of “0,” and students are responsible for keeping track of points earned throughout the course.

Also, students having difficulty with assignments must contact me ahead of the due date, at least five days before the assignment is due. I advise students to not wait until the day before an assignment is due to contact me concerning difficulties. Again, late assignments will not be accepted and assignments not submitted will receive a score of “0.”

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.

XVI. Academic Support Resources (Make Use of These, Please):

Smarthinking:
Tutoring in writing, mathematics, the sciences, economics, accounting, finance, statistics, and Spanish. Online tutors are available 24 hours a day, 7 days a week. Access Smarthinking through Blackboard's home page. Select "Smarthinking Student Site;" then select "Tools" form the menu on the left. Click on "Smarthinking" login. After logging in, click Smarthinking Student Handbook for tips on navigating the website and using the service.

Bibliographic Instruction:
Ms. Andrea Putnam has been enrolled as an instructor within the course. Also, she has included helpful bibliographic information on the site to help with your research and writing. Andrea’s contact information is as follows: asheeney@uncfsu.edu; 672-1242.

The Writing Center:
Individualized tutoring. 216-C Chick Building. 8 a.m.-8 p.m., Monday to Thursday; 8 a.m.-5 p.m. Friday. Hours subject to change; call 672-1864. http://www.uncfsu.edu/writingcenter
XVII. Academic Dishonesty and Plagiarism:
According to the FSU Code of Student Conduct, a student violates the Academic Dishonesty Policy if he or she attempts to cheat (receiving unauthorized aid or assistance on any form of academic work), plagiarize (copying the language, structure, ideas and/or thoughts of another without giving appropriate recognition and/or adopting it as one’s own original work), falsifies (unauthorized changing of grades or conduct involving any untruth, spoken or written, regarding any circumstances related to academic work), or aids and abets others to cheat. Penalties include failing the course, suspension and/or expulsion.

Students who plagiarize an assignment will automatically receive a failing grade on the assignment. Upon return of the failing assignment, students will receive an attached letter explaining that the assignment is believed to be plagiarized and the reason for such suspicion. If the student protests his/her grade on the assignment, he or she will be asked to conference with me and the chair of the English and Foreign Languages department concerning the assignment.

Your research paper will be submitted through the “Turnitin” folder on Blackboard.

XVII. Course Outline and Descriptions of Assignments:

Unit 1: Introduction to Library Research
You will spend roughly a month familiarizing yourselves with our library’s catalog and research databases. Additionally, you will complete a “library quiz,” choose a research topic, limit your topic and reflect on what you learned or did not quite learn in relation to the unit.

a. Print and read the syllabus thoroughly, paying especially close attention to the disclaimer, assessments and the FAQ’s towards the end.
b. Take the syllabus quiz.
c. Post any questions and responses about the course thus far on the Discussion Board.
d. Take the “library database quiz” under “Assignments.”
e. Choose a research topic and post on the Discussion Board
f. Complete the “Limiting Your Topic” assignment (3 parts: complete all 3).
g. Go to the Discussion Board and write a 200-word reflection on the unit (only reflections of 200 words or more will be considered for the full credit of 20 points).

Unit 1: Commentary
A list of three research topics is posted on Blackboard’s Discussion Board. Each student must choose one topic. Once you have posted your topic on Blackboard, complete the “Limiting Your Topic” assignments posted under “assignments” on Blackboard. You cannot write a research paper on a broad subject, such as “China” or “Public Education.” You would need a whole book, or several, to cover such a broad subject. You must narrow your topic.
Unit 2: Introduction to MLA Citation Style

You will use the **MLA style of citation in this class, not APA**, and will find the *MLA Handbook for Writers of Research Papers, Seventh Edition* a must-have. You absolutely cannot cite your research properly without using it as a tool. These rules are too ample to memorize. There are four assignments within this unit, including an MLA open book quiz, an annotated bibliography a quoting and paraphrasing exercise and a reflecting on the unit exercise.

b. Read the handout “Quoting and Paraphrasing?” posted under “Course Documents” on Blackboard. Also, read “The Art of Quoting” chapter in your course text as well as pages 92-104 in your *MLA Handbook* and complete the “Quoting, Paraphrasing and Parenthetical Citations” assignment.
c. Complete your annotated bibliography, consisting of 10 sources related to your research topic. See information concerning an annotated bibliography under “External Links.”
d. Go to the Discussion Board and write a **200-word reflection** on the unit. (only reflections of 200 words or more will be considered for the full credit of 20 points).

Unit 2: Commentary

An annotated bibliography assists you in gathering and evaluating sources for your research paper. Your paper is only 8-10 pages long, so you can’t use everything. Yet, you want to find sources that really serve you and your purpose, such as scholarly books and articles retrieved from our library’s catalog and research databases. **You may use only 1 additional WEB source for your paper (www’s).** However, they must be credible sources. The remainder of your sources must be scholarly books and articles retrieved from our library’s databases and catalog.

Here is one example of an annotated bibliography entry that adheres to MLA formatting rules: Please refer to it AND your MLA Handbook before creating your own annotated bibliography

**Example:**
This is a feminist essay that argues that Daisy is trapped in cultural constructions of Rich Wife and Pretty Girl – she chooses the ‘unsatisfactory stability’ of her marriage because of constructions. Fryer’s only mention of Jordan is a foil to Daisy --- “Like Jordan, Daisy is affected.” (156).

**Note:** Notice every line of the entry, except the first, is indented. **Notice the alignment of the entry and its description.** To correctly cite an entry, you must first identify the
type of source and follow MLA rules. See chapter 5 (starting at p. 129) of your MLA Handbook.

**Note:** An annotated bibliography entry writes the entry as it would appear in an MLA Works Cited list and writes 2-4 sentences describing the source underneath the entry. The description includes the source’s main idea or argument and how or why it might be useful as a source.

**Note:** Quoting involves writing the exact words from a text and placing those words within quotation marks while paraphrasing involves putting the author’s words in “your own words.” Both techniques require parenthetical citations. You will learn the proper techniques for quoting and paraphrasing from sources. Also, you will learn to use signal phrases in your writing and construct an MLA works cited list.

**Unit 3: Drafting the Research Paper: Writing as a Process**

Now, it’s time to draft your research paper. Remember, writing is a process. Please make sure that you have a good grammar /mechanics handbook handy and/or access to the website titled The OWL at Purdue, which consists of a pretty extensive section on grammar / mechanics. Also, review your course texts, the MLA Handbook and They Say, I Say. Here are your assignments related to this unit:

a. Complete the thesis sentence exercise.

b. View the sample working outline under “Course Documents” and construct your own working outline. We use the TSR model. The second option to write a summary/ response paragraphs in relation to your sources.

c. Write the first draft of your research paper (8-10 pages, 6-10 secondary sources) and submit through turnitin.com.

d. Submit a second draft (optional) for an opportunity to earn a higher grade. The higher grade will count as your final research paper grade.

e. Go to the Discussion Board and write a 200-word reflection on the unit. (only reflections of 200 words or more will be considered for the full credit of 20 points).

**Unit 3: Commentary**

The thesis sentence is the heart of your essay; it tells your reader the exact focus of your essay. Your thesis sentence and overall research paper must be argumentative in nature. In other words, you must attempt to convince your audience of something. For example, I might argue that vending machines should be omitted from public schools to help combat childhood obesity. Many, however, might disagree with my argument. Yet, my goal is to draw from sources to convince my audience of such. **Thesis sentences may be with or without points (see thesis sentence exercise --- assignment 10).** Likewise, a topic sentence outline (TSR model) or summary/ response paper will prove helpful in structuring your writing and developing your ideas. Good argumentative writing teeters between the writer’s own ideas and those of others. Thus, you must learn to respond to the
secondary sources you incorporate into your own writing. The essay drafts you submit in class must be submitted through turnitin.com.

NOW

Review the FAQ’s on the following pages.

Log in to Bb, click on “Assignments.”

Begin working on assignments 1-5.

Online Learning: Frequently Asked Questions

When and where does the class meet?
This course is totally online. We do not meet in a classroom but interact via the computer, using Blackboard. You are expected to know and utilize all the different elements of Blackboard for communication with your peers and with the instructor. This course is much more challenging for the student because it requires greater technological skills and, most of all, because it requires you to be a highly motivated self-learner. You will be expected to be able to work independently, to collaborate online to accomplish a variety of tasks, and to pace yourself to meet deadlines.

How can I communicate with classmates?
Throughout the course, the discussion board will be open for questions and answers about the class. You may also contact classmates using Blackboard’s email tool (under the Communications menu).

One of the Discussion Board forums is called “Q&A.” Students should use this forum to help each other find answers to questions about assignments or Blackboard.

What are the minimum technological requirements for this course?
You must have access to a computer with the following capabilities:
- Broadband or DSL high-speed Internet access
- Complete MS Office software
- All documents must be submitted in Microsoft Word.
- Some presentations utilize PowerPoint.
- Adobe Acrobat Reader (Download for free from the internet)
  http://www.adobe.com/products/acrobat/readstep2.html

The FSU Citrix portal gives FSU students access to the Microsoft Office software suite free of charge (even off-campus!).
https://fsuportal.uncfsu.edu/Citrix/MetaFrame/default/default.aspx

When does the course begin and end?
This class follows the academic calendar for semester-long courses. During the summer, the course follows the academic calendar for the eight-week term.

When are mid-term and final exams scheduled?
There will be no exams in this course.

How do I succeed in this course?
To successfully meet course requirements, get busy from the first day of class. Do the background reading for each unit; then complete all parts of the corresponding written assignment(s). Budget your time and meet deadlines. Although, this course is largely self-paced, you must work steadily to avoid falling behind.

**How does a new student get an account for Blackboard and email?**
Follow these instructions from on the ITTS web site.
http://accts.uncfsu.edu/footprints/solution.cfm?id=2796&projectID=100

**How do I request Tech Support from ITTS?**
Contact the Helpdesk at 910-672-2085. Press 1 for Blackboard and 2 for ITTS tech support. The ITTS Tech Support staff answers calls Monday-Friday, 8:00 am - 5:00 pm. Blackboard support is available twenty-four hours a day, seven days a week. You may also get help via email (help@uncfsu.edu) or through the web site below.
http://accts.uncfsu.edu/footprints/solution.cfm?id=2795&projectID=100

**Where do I submit assignments?**
Use the appropriate folders on Blackboard's Assignments page. Here are some tips for preparing and posting your work.

1. Use word processing software to write your assignments. Use the software’s spell-checker and grammar checker to correct errors. Proofread your writing. Respond fully to the question at hand and complete all required tasks or parts of the assignment.
2. You will submit your work as an attachment. If you use a word processor other than MS Word and MS Works, please save as in rich text format (rtf), an option in the pull-down menu in the “save” or “save as” window.

**How can I resolve compatibility issues between different versions of Microsoft Word and Works?**

**May I submit my work in the Digital Dropbox, on the Discussion Board, or via email?**
No. It is confusing for the instructor to have to check multiple locations for student work. Thus, the Assignments Folder is the central repository for student assignments. If you have difficulty uploading work, notify me and contact the Help Desk for technical support.

**If I experience technical difficulties, such as a computer crash or loss of internet access, how can I submit work?**
You may drop off work in my mailbox in Butler 123 or in the mailbox attached to my office door (Butler 130). During summer sessions, do not leave work for me on campus. I am not on campus in the summer.

**May I submit late work?**
Late work is not accepted.

**Where can I get help with written assignments?**
As a first line of defense, use your word processing software’s spelling and grammar checkers. Do not depend on these tools, though, because they are not foolproof. For online help, consult Smartthinking, a 24/7 tutorial service, accessible from Blackboard’s Tools page. You may also get help in-person at the FSU Writing Center, 216-C Chick Building, Mondays through Fridays. Call for hours: 910-672-1864.
http://www.uncfsu.edu/writingcenter

May I redo assignments for which I earn a low grade?
The only assignment that can be redone is the research paper. Students who want to revise their paper may do so in an attempt to earn a higher grade.