

**Fayetteville State University**  
**College of Arts and Sciences**  
**Department of English**  
**English 341-D1: Advanced Composition**  
**Fall 2011**

**Locator Information:**

Instructor: 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 Location: Butler Building, Room 130  
Office Hours: WTW (9 a.m.-noon)

**FSU Policy on Electronic Mail:** Fayetteville State University provides to each student, free of charge, an electronic mail account ([username@uncfsu.edu](mailto: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.**

**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 (1<sup>st</sup> Floor); 910-672-1203.

**Course Description:**

This course will be conducted as an **individual research and writing course**. Yet, students will engage in **group activities** via the **Discussion Board** on Blackboard. Students will choose a research topic from a list of thirty, create an annotated bibliography related to the topic and write a 4-6 page research paper on the topic. Brief research and writing assignments will be completed throughout the research and writing processes.

**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.

## 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 Handbook*, Seventh Edition.
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 **12:05 a.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 Acrobat 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.

<https://fsuportal.uncfsu.edu/Citrix/AccessPlatform/auth/login.aspx>

## Required Texts:

*The MLA Handbook for Writers of Research Papers, Seventh Edition.*

*They Say I Say: The Moves that Matter in Academic Writing* by Gerald Graff and Cathy Birkenstein

**You cannot successfully complete assignments without purchasing the required texts --- no exceptions.**

## 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.

## 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.

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

AU	Hours attempted – Not earned	No impact on GPA	Auditing
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## Policy on Late Work:

Late work is not accepted in the class, except in extreme circumstances, which will be evaluated on a trial by trial basis by the instructor.

## Submitting Work:

Submit your work through the “View/Complete” link on Blackboard. Do NOT send assignments via email unless instructed to do so; I will not accept them.

## Important Contact Person:

For technical help, i.e. help with Blackboard, please contact **Ms. Shanta’ Hailey** in the Office of Online Education at [shailey1@uncfsu.edu](mailto:shailey1@uncfsu.edu), 672-2522. Her office is located in the Continuing Education building, 129A.

## Assessments:

### Unit 0

Homepage	10 pts.
Syllabus Quiz	20 pts.

### Unit 1

Library Database Quiz	20 pts.
Choosing a Research Topic	10 pts.
Limiting Your Research Topic	60 pts.
<b>Unit 1 Reflection (Discussion Board)</b>	20 pts.

### Unit 2

Open Book MLA Quiz	180 pts.
Quoting and Paraphrasing and Parenthetical Citations	40 pts.
Annotated Bibliography	120 pts.
<b>Unit 2 Reflection (Discussion Board)</b>	20 pts.

### Unit 3

Thesis Sentence exercise	20 pts.
Research Paper Working Outline	20 pts.
Research Paper	200 pts.
<b>Unit 3 Reflection (Discussion Board)</b>	20 pts.

**You can earn possibly 760 pts. during the course!**

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

## Academic Support Resources:

**Smartthinking:**

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" from 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.

### **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>

### **Academic Dishonesty:**

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.

### **Plagiarism:**

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.

**Drafts of the research paper will be submitted through the “ Turnitin” folder on Blackboard.**

## **Course Outline:**

**See course calendar for specific assignment due dates.**

### **Unit 0: Introductions and Pre-Evaluation**

- a. Create your homepage under “tools.”
- b. Print and read the syllabus thoroughly, paying especially close attention to the disclaimer, assessments and the FAQ's towards the end.
- c. Take the syllabus quiz.
- d. Print the course assignment calendar with due dates.
- e. Post questions and answers on the Discussion Board.

### **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 related to Unit

- a. View the “Introduction to Library Subject Guide.” Visit “links” on Blackboard. Click on “Electronic Databases at FSU.” Take the library database quiz. Also, post related questions or comments related on our course Q & A Discussion Board.
- b. Take the “library database quiz” under “Assignments.”
- c. Choose a research topic and post under “Wiki Tools.”
- d. Complete the “Limiting Your Topic” assignment
- e. Go to the Discussion Board and write a 200-word reflection on the unit.

## Unit 1: Commentary

A list of **thirty** research topics is posted on Blackboard’s Discussion Board. Each student must choose **one** topic. Please write your name next to your topic, and be aware that all students must choose a different 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

## Unit 2: Introduction to MLA Citation Style

You will use the MLA style of citation in this class 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 six assignments within this unit, including an MLA open book quiz, an annotated bibliography a quoting and paraphrasing exercise, a signal phrases and parenthetical citations exercise, an MLA works cited page exercise and a reflecting on the unit exercise.

- a. Using your *MLA Handbook*, complete the MLA open book quiz.
- b. Read the handout “Quoting and Paraphrasing” posted under “Course Documents” on Blackboard. Also, read “The Art of Quoting” chapter in your course text, *They Say, I Say*, 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 ten articles and/or books related to your research topic. See example of an annotated bibliography under “Links.”
- d. Go to the Discussion Board and write a 200-word reflection on the unit .

## Unit 2: Commentary

An annotated bibliography assists you in gathering and evaluating sources for your research paper. Your paper is only 4-6 pages long, so you can’t use everything. Yet, you want to find sources that really serve you and your purpose. scholarly books and articles retrieved from our library’s catalog and research databases. Here is one example of an annotated bibliography entry that adheres to MLA formatting rules:

### Example:

Fryer, Sarah Beebe. “Beneath the Mask: The Plight of Daisy Buchanan.” *Critical Essays on F. Scott Fitzgerald’s “The Great Gatsby.”* Ed. Scott Donaldson. Boston: G.K. Hall, 1984. 153-166.

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:** 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, its main idea or argument and how or why it might be useful as a source.

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 and you will produce two drafts of this paper. 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 "All-Important Working Thesis Sentence" exercise.
- b. View the sample working topic sentence outline example under "Assignments" and construct your own.
- c. Read the chapters titled "Three Ways to Respond" and "Distinguishing What They Say from What You Say" in your course text, *They Say, I Say*, and complete the "Summarizing and Responding to Sources" exercise posted under "Assignments" on Blackboard
- d. Write the first draft of your research paper (6-8 pages) and submit through turnitin.com.
- e. Submit a second draft (optional) for an opportunity to earn a higher grade. The higher grade will count as your final research paper grade.
- f. Go to the Discussion Board and write a 200-word reflection on the unit.

### **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. Likewise, a topic sentence outline 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.

**Please review the research paper assignment sheet, grading rubric and sample student research paper under "Course Documents."**

## 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!).

<http://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. However, there are periodic tests.

### **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](mailto: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?**

Download the Works 6.0 Converter from the ITTS site to convert word processor documents created in Microsoft Works 6.0 to Microsoft Word and other versions of Works. The converter works with Works 2000, 4.5, and 4.x, and Word 2002, 2000, and 97 on machines running Microsoft Windows 98, 2000 Professional, Millennium Edition, and XP.  
<http://office.microsoft.com/downloads/2002/wp6rtf.aspx>

### **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, after repeated tries and Tech Support, the problem persists, you may email your work to [cweatherford@uncfsu.edu](mailto:cweatherford@uncfsu.edu). In your email's subject line, indicate the course number and assignment number; for example: ENGL 300-D1, Assignment 1.

### **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. Exceptions to this policy will be made only for medical reasons and deaths in the family. Documentation (a doctor's note or an obituary) must be provided.

### **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.

