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Fall 2018

HUM 102-031: Writing, Speaking, Thinking II

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HUM 102031: Writing, Speaking, Thinking II
Fall 2018

Course times and location: Tuesdays and Fridays, 4:00pm-5:20pm, FMH 407

Instructor: Nikki Bosca
Office Hours: by appointment only
E-mail: **bosca@njit.edu**
Students will receive a response to emails within 24 hours.

Required Texts
This course uses an OAT (Open Affordable Textbook).
About OpenTextbook:
An "**open**" textbook means that its authors have made it free to own, share, and adapt for non-commercial purposes. Instead of having to buy it, you can just read it online, download it to an electronic device (like a computer or e-reader), or print out some or all of it. The books for this course are The Process of Research Writing and Writing Commons.

REQUIRED AND/OR SUPPLEMENTAL READING MATERIALS
- Open textbook or Open Educational Resources (OER) will be used for this course. Electronic links to all OER are on the Moodle course page.
- There is no traditional textbook for this course. All course materials (readings, videos, podcasts, images, etc.) will be available via web link or by download from the course Moodle page.

Prerequisites
HUM 101

Course Description
In this course, students should engage in a multi-stage inquiry project that leads them through the practices of university-level research that will be central to their success at NJIT and beyond. In addition to practicing research skills by searching for and collecting primary and secondary sources, students will practice synthesizing elements of research into coherent wholes. Successful synthesis of research requires that one understand and interpret one's sources and put them in conversation with each other. This work also emphasizes correctly documenting and attributing one's sources.

Course Goals
During this course you will:
- Explore and refine research topics
- Find, evaluate, and choose sources effectively
- Practice writing from primary and secondary research, developing different types of research projects that use fieldwork, library, and online research methods
- Demonstrate knowledge of the conventions of bibliographic citation
- Demonstrate an understanding of intellectual property, plagiarism, and the importance of distinguishing between source material and one's own work
- Draft, review, and revise multiple versions of a single writing project

EXPLANATION OF COURSE REQUIREMENTS
PLEASE READ CAREFULLY. STUDENTS ARE RESPONSIBLE FOR THE CRITERIA ESTABLISHED ON THIS SYLLABUS.

Attendance policy/ excessive absence and lateness:
This class takes a workshop approach, and much of the class time is dedicated to working on the course projects together in the classroom. As such,attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Participation cannot be demonstrated by chronic absences or passivity, similar to the professional world. At a minimum, this means showing up on time, being prepared, and contributing to class discussions. Your level of engagement with the material will subsequently impact how much you get from the class.
Attendance will be taken each class and factor into your participation grade. Students can miss up to two classes (two excused absences) without losing points. Please contact your classmates for missed work.

<div align="center">

Assignments

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Late/Missing Policy: All missing assignments will receive a grade of **zero**. **<u>Late projects will only be accepted by the next class period after the due date.</u>** Late projects will be lowered by 1/3 letter grade for each day they are late. **I will only consider assignment extensions and other special arrangements in the event of catastrophic and highly unusual circumstances.** Do **<u>not</u>** simply submit a late assignment and expect me to accept it.

Assignments: Assignments are all the written assignments you are asked to complete before class outside of the final drafts of the 5 course projects (see below). This includes responses to reading assignments, drafts for project work, and progress reports. Peer review will also be included in this category even though the work is done in class. This work consists of credit/no credit assignments. Either you did the work, or you did not! Assignments in this category may be accepted late, but will receive half credit. Most assignments are due via MDL. If you are absent the day an assignment is due, you should still submit it by class time.
> ***Peer Review:** If you are absent on the day of a peer review, you can make up the "assignment" by having a consulting session at the Writing Center in Central King Building. You must go the same class week as the peer review and ask for a confirmation report of your session.

Quizzes: Pop quizzes will be given randomly throughout the semester based on the assigned readings. These quizzes are brief and intended to check in on how students keep up with the class readings. Due to their timely nature, quizzes cannot be made up.

Projects: The major work in this class is based on 5 projects: Article Analysis, Research Proposal, Annotated Bibliography, Research Paper, and Presentation. These 5 projects showcase your ability to learn from the readings, work independently, manage time, do research, and write sophisticated and complex texts. These projects are the backbone of the course and the most important work you will do. We will spend a lot of time in class working on these projects so you can get feedback from me and your peers—only the final draft will receive a letter grade. Credit will be lost for failure to adhere to page-length requirements within one-half of a page. *If, for any reason, you are unable to meet course requirements, please come talk to me before this begins to affect your progress in class. Not turning in all of the major assignments may result in a failing final grade.*

Grading: NJIT's grade guidelines and descriptions are as follows: A (Superior), B+ (Excellent), B (Very Good),
C+ (Good), C (Acceptable), D (Minimum), and F (Inadequate)
For the purposes of our class, please see the chart below for the numerical range of each letter grade:

A	90-100
B+	85-89
B	80-84
C+	75-79
C	70-74
D	65-69
F	0-64

Calculation of final grade:

Quizzes	3%
Class Participation	8%
Assignments	12%
Project 1: Article Analysis	10%
Project 2: Research Proposal	10%
Project 3: Annotated Bibliography	12%
Project 4: Research Paper	30%
Project 5: Presentation	15%

Other Information

Plagiarism: NJIT University Code on Academic Integrity
The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity. The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.
All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified.
The full text of the NJIT University Code on Academic Integrity can be found at: www.njit.edu/education/pdf/academic-integrity-code-pdf.

Classroom Policy/ Class Etiquette: Our classroom is a forum for discussion and cultivation of ideas, and the home of our writing community. It is expected that we will treat each other with respect. No form of sexism, racism, ageism, elitism, or other toxic behavior will be tolerated.

The following rules are in place to keep our space safe and foster an atmosphere of intellectual growth and curiosity:
- **Cell phones and other electronic devices are to be stored out of sight and turned to silent once our class begins. Do not text-message or otherwise engage with your electronic devices during class. While laptops may be used for in-class writing assignments, they should not otherwise be open during class.**

- I encourage the use of technology in the classroom on workshop days and I hope you will bring your laptop/tablet with you (though you may not work/use cell phones/smart phones in class), in addition to a <u>notebook</u>, which you should have every class. I expect that, as adults, you will practice proper etiquette. This means that you will refrain from texting in class, surfing the web when your classmates are speaking, or allowing yourself to be distracted from the task at hand. If you are caught using technology inappropriately, you will not be allowed to bring it to class.
- Talking or texting while anyone in the class is speaking is blatantly rude. Please don't do it.
- **Always come to class prepared to discuss the readings or to work on drafts. You are expected to take notes during class discussion, as well as being prepared for class discussion with questions/comments on the assigned readings This means having your course text(s) and other required materials with you (pen/pencil/highlighter, peer review sheets, appropriate number of drafts, handouts, etc.).**
- Participate regularly each class. This includes raising questions about the texts, responding to others' questions, proposing interpretations, and making connections between our assigned texts. You should complete all reading prior to class, bring it with you, and be prepared to discuss it with your classmates.
- Get to know your classmates by name.
- Exchange phone numbers with a classmate so that if you are absent, you can catch up on any announcements or changes discussed in class.
- Do not pack up to leave before the class has ended.

Failure to comply with any aspect of this classroom policy may result in your being asked to leave the class and/or being considered absent for that class period.

The Writing Center: The Writing Center (Central King Building G17) is available for one-hour individual and group appointments with professional writing tutors both onsite and online. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. For more information, please visit http://www5.njit.edu/writingcenter/schedule-writing-center-appointment/

IST Service Desk
The IST Service Desk is the central hub for computing information and first point of contact for getting help and reporting issues related to computing technology at NJIT.
Students can put in a ticket with the service desk: *https://servicedesk.njit.edu/CherwellPortal/IST*
or call (973) 596-2900 Monday - Friday from 8:00am – 9:00pm

Academic Advising Success Center
"...assist in the advisement of students who are undecided in their major, transitioning into another major at NJIT, and those students who need additional support to graduate successfully and in a timely manner."

Center for Counseling and Psychological Services
"The NJIT Center for Counseling and Psychological Services (C-CAPS) is committed to assisting students in the achievement of their academic goals as well as benefiting from their personal experience on campus. College life can be personally challenging and stressful at times. We believe that the educational process is an important component of the development of the individual as a whole person. Our goal is to optimize the college experience and improve the quality of the lives of our students by promoting their mental health and facilitating students' personal, academic and professional growth."

Disability Support Services
"The Disability Support Services office works in partnership with administrators, faculty and staff to provide reasonable accommodations and support services for students with disabilities that have provided our office with documentation to receive services."

Communication:

Class Cancellations: Students will be informed via email and MDL if a class is canceled. In the event of inclement weather, check the NJIT homepage for campus closings. A supplemental lesson/discussion will take place via MDL. The goal is to always hold class. Please use your best judgment when deciding whether or not to come to class in bad weather.

Campus Email: It is vital that students check their NJIT email accounts regularly for announcements, changes, and cancellations. Announcements will also be posted on MDL.

> *Note about emails. Whether you are emailing from a computer or smartphone, you are expected to be professional in your communication with your classmates and me. Emails to me must contain a subject in the section line (Example: Essay 1 question). They must also demonstrate the respect we will always show each other: a salutation, which can be informal ("Hello," "Dear Prof. B," etc.) and your name as signature. Beginning or ending an email without these conventions is impolite. Sending attachments of assignments without the above criteria or explanation will not be accepted.

		SEMESTER SCHEDULE (Subject to change without prior notice) Please check NJIT email and Moodle regularly for announcements and changes. **Abbreviations:** PRW= *The Process of Research Writing*; MDL= Moodle
Week 1	**Tues, Sept 4**	**Course Overview** **In class:** Review syllabus and course expectations
	Fri, Sept 7	● **Due- (Reading):** "Rhetorical Analysis (Texas A & M)" (MDL). **In class:** Rhetorical analysis: review
Week 2	**Tues, Sept 11**	● **Due- (Reading):** Bunn's "How to Read Like a Writer" (MDL). **(Writing):** Discussion/response: Questions 1, 3, and 4 at the end of the article (due on MDL by class time). **In class:** Reading and writing about writing
	Fri, Sept 14	● **Due- (Reading):** "Introduction: Why Write Research Projects?" (PWR); Come to class with topic for Project 4. **In class:** Introduction to research
Week 3	**Tues, Sept 18**	● **Due- (Writing):** In the course Wiki, share a resource for developing research questions/topics (assignment details on MDL). **In class:** Analyzing research
	Fri, Sept 21	● **Due- (Writing):** ==Project 1: Article Analysis due on MDL by class time.== **In class:** Research questions
Week 4	**Tues, Sept 25**	● **Due- (Reading):** Moxley articles: "Empirical Research," and "Textual Research" (MDL). **In class:** Primary vs. Secondary Research
	Fri, Sept 28	● **Due- (Reading):** "Chapter One: Thinking Critically About Research" (PWR). **In class:** How to write a research proposal
Week 5	**Tues, Oct 2**	● **Due- (Reading):** "Proposals" (MDL). **(Writing):** Project 2: Research Proposal draft due in class **In class:** Peer Review
	Fri, Oct 5	● **Due- (Reading):** Moxley articles: "Survey Design" and "Types of Interviews" (MDL). **(Writing):** ==Project 2: Research Proposal final draft due on MDL by class time.== **In class:** Intro to field work
Week 6	**Tues, Oct 9**	● **Due- (Reading):** "Chapter Two: Understanding and Using the Library and the Internet for Research" (PWR).
	Fri, Oct 12	● **Due- (Reading):** "Chapter Six: The Annotated Bibliography Exercise" (PWR). **In class:** Research workshop
Week 7	**Tues, Oct 16**	● **Due- (Reading):** "Chapter Ten: The Research Essay" (PRW). **In class:** Writing workshop

	Fri, Oct 19	● **Due- (Writing):** Project 3: Annotated Bibliography draft due in class. **In class:** Peer Review
Week 8	**Tues, Oct 23**	● **Due- (Reading):** "Chapter Twelve: Citing Your Research Using MLA or APA Style" (PWR), and Purdue OWL "APA Style Workshop" (MDL). **In class:** APA Style and format
	Fri, Oct 26	● **Due- (Writing):** <mark>Project 3: Annotated Bibliography final draft due on MDL by class time.</mark> **In class:** Progress reports on field work and project
Week 9	**Tues, Oct 30**	● **Due- (Reading):** "Chapter Three: Quoting, Paraphrasing, and Avoiding Plagiarism" (PWR). **In class:** Sample research papers
	Fri, Nov 2	● **Due- (Writing):** Project 4: Research paper draft 1 due in class. **In class:** Peer Review
Week 10	**Tues, Nov 6**	● **Due- (Reading):** Mina "Conversation Between Sources" and Moxley "Integrate Evidence" (MDL). **In class:** Synthesizing sources
	Fri, Nov 9	**In class:** Writing and revising introductions
Week 11	**Tues, Nov 13**	● **Due- (Reading):** Lee "Effective Use of Powerpoint" (MDL). **In class:** Giving presentations
	Fri, Nov 16	● **Due- (Writing):** Project 4: Research paper draft 2 due in class. **In class:** Peer Review
Week 12	**Tues, Nov 20**	**No class-- Tuesday takes a Thursday Schedule**
	Wed, Nov 21	**Wednesday takes a Friday schedule--TBA**
	Fri, Nov 23	THANKSGIVING BREAK - NO CLASS
Week 13	**Tues, Nov 27**	● **Due- (Writing):** <mark>Project 4: Research Papers final draft due on MDL by class time.</mark>
	Fri, Nov 30	● **Due- (Reading):** "Chapter Eleven: Alternative Ways to Present Your Research" (PRW). **In class:** Presentation preparation
Week 14	**Tues, Dec 4**	● <mark>**Project 5: Presentation due**</mark>
	Fri, Dec 7	● <mark>**Project 5: Presentation due**</mark>
Week 15	**Tues, Dec 11**	● <mark>**Project 5: Presentation due**</mark>

Enjoy winter break!