English 5300

Research Methods and Bibliography

(Bibliography and Theory)

Fall 2014

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> *"Research is to see what everybody else has seen, and to think what nobody else has thought."*
> *---Albert Szent-Gyorgyi*

Required texts *(please ensure you acquire the correct editions!)*
---*Critical Theory Today: A User Friendly Guide* by Lois Tyson (ISBN: 978-0415974103)

---*Literary Theory: An Anthology* by Julie Rivkin (ISBN: 978-1405106962)

---Other required readings will be posted under READINGS in Blackboard 9
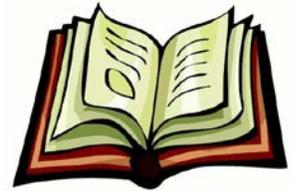
Course description

This course is designed to introduce graduate students to the basic methods of research and literary study. This semester you will do short reports and longer, research assignments and will post on discussion boards, all of which will familiarize you with the nature of scholarly sources, with bibliography as a field of study, and with critical theory. You are required to share some assignments with your classmates and to participate in all online discussions. All assignments are due no later than 2 am on Blackboard 9 on the specified due date. ***This web course is not a self-paced course. Pay close attention to due dates (and times) for all assignments.*** Web-delivered courses differ from face-to-face courses in that almost all contact between instructor and students and between students will be electronic. If you have not taken a Web course before this semester, or if you need to refresh your memory about the electronic requirements for an online course and about the tools you will be required to use in Blackboard, review the "Getting Started" information on our course homepage. *You are expected to be familiar with Blackboard; not knowing how Blackboard works is not an excuse for turning in work late!* If you have difficulties submitting an assignment, contact me immediately NOT AFTER THE DUE DATE, as notifying me of a problem after the deadline negates any opportunity for possible makeup work.

In this course students will be expected to…
– demonstrate proficiency in finding and evaluating resources appropriate for graduate literary research
– learn the vocabulary and study the techniques of textual criticism
– identify and discriminate among different critical theories used in literary scholarship
– exhibit mastery of the essentials of the scholarship and bibliographic and manuscript forms required in graduate studies

Tech Assistance
If you need help with the technology when submitting an assignment, contact the Lobo Technology Assistance Center (see below) immediately. If you need technical assistance, contact the Support Staff at the Lobo Technology Assistance Center (LTAC): **Online**: Contact us (24x7x365): http://www.sulross.edu/pages/4401.asp. Please use your email/ domain credentials to log in. Our website (www.sulross.edu/oit) has "how to" information on using the online system, which is designed to help you avail quicker service and responses from OIT staffs. **Phone**: 432-837-8888 (x8888/8765).Hours (Subject to change):Weekday (Mon-Fri): 8am-6pm Weekend (Sat-Sun): 11am to 4 pm. **In-person**: LTAC support counters will provide in-person/ walk-in helpdesk services and technology consultation. LTAC counters are located at: BAB 101 and Library ground floor in the back of the building. Hours: 8am to 5pm (Mon- Fri).

Absences
Sul Ross State University allows a maximum of 20% absences in a course before an instructor drops a student for excessive absences. In this online course, "excessive absences" is defined as non-participation in the course for three (3) weeks or more. Any student dropped for non-participation will receive an F in the course.

To avoid being dropped, you must participate regularly. Participation in the course is defined as

• logging in to the course to check activities and to read discussion boards,

• gaining access to and using supplemental materials,

• posting on discussion boards as scheduled, and

• turning in assignments in a timely manner.

Professor e-communication
I will communicate with the class through Announcements and by e-mail, so be sure to log in daily to check for announcements on the course home page and to check your Sul Ross e-mail account regularly. **REMEMBER: this is NOT a self-paced course, which means assignments and deadlines will be posted with specific deadlines and times.** You will find specific assignment details, due dates, and times in ASSIGNMENTS.

Makeup Work
Opportunities to make up assignments are available only in extreme, urgent circumstances, because I

It is your responsibility to turn in your work on or before the deadline (or revised deadline, whichever has been approved). If the assignment is not turned in by the deadline, work MIGHT be accepted but ONE WHOLE LETTER grade (10 points) will be deducted *per day* the assignment is late, weekends count. *Makeup work is granted at the professor's discretion.* To be eligible for possible makeup wok, you MUST contact me in a reasonable time BEFORE the deadline (not an hour before the deadline, not five mins before, and certainly not AFTER the deadline). *If you contact me after the deadline, you will not be considered eligible to makeup that assignment, so don't ask.*

No Late Work Policy

Late work is not accepted for any reason due to **student negligence** (forgetting to turn in an assignment, forgetting to log in, not knowing how to use Blackboard 9, etc).

Student integrity and responsibility

Web-delivered courses are similar to face-to-face courses in that students are expected to exhibit academic integrity by respecting the discussion of their colleagues in the class, presenting as their own work only content that they have generated, scrupulously attributing and documenting all outside sources in their papers and discussion, and, in general, adhering to the ethical standards of scholars. I expect you to be responsible for your own learning.

Responsibility

It is your responsibility to check Blackboard 9 and your email/Announcements frequently! I leave detailed instructions and details in the Announcements/email feature in Blackboard; it's up to you to check in and find out what's due, when, and how to turn in assignments.

Online Classroom Expectations

DAILY, FREQUENT CHECK-INS: You must check into Blackboard 9 frequently/daily. I write detailed summaries of objectives for the day/week under the Announcements/email feature in Blackboard 9; it is your responsibility to read them. I will not review any assignment/lecture materials AFTER the due date.

REASONABLE TIME CHECKS: What this means is, don't contact me *late in the evenings* and expect me to respond. I have two sons (ages 5 and 2 years old), so I am in bed early and get up early,. It's best to contact me via email early in the morning, or during office hours. I will always email you in a timely fashion, so look for my response as soon as you contact me. If you need to speak with me, call me during office hours, and/or leave a message. For students living in Alpine, I encourage you to stop by my office! If my office hours don't work for you, you can always make an appointment with me. I'd be happy to meet you in person!

Community decorum: In respecting others opinions, we will cultivate a virtual classroom environment that fosters communal learning. No one is allowed to bully, intimidate, or make disparaging comments/remarks. Everyone is expected to maintain a level of respect which fosters a sense of community and equable learning. If you cannot maintain common decency, you will be barred from participating in online discussion for that session. If you continue disrespecting others, you will be barred from the course entirely, and you will earn an "F" for the course.

Individual decorum: Online courses do share some characteristics of traditional classroom environments, but are still quite unique in their operations, especially in that success in online courses

depends on individual responsibility, more so than in a traditional face-to-face classroom. You are required to master time management, as well as make a conscious decision to CHECK IN DAILY. In order to achieve success in this course, please ensure you do the following:

-read assignments as they are assigned. Keeping up with the reading schedule is **absolutely vital to your success in this course**. If you do not consider the reading schedule a priority, your grade will suffer because quizzes, assignments, and major papers, revolve around the reading schedule

-turn in assignments by the due dates

-check your email/ Blackboard Announcements on a *daily* basis

-participate respectfully during forums. Your input, thoughts, and ideas relative to course readings and other course materials, are an important part of this course.

-DO NOT interfere with others' ability to learn; this means, you cannot monopolize the online classroom conversation, rudely interrupt others, shame or intimidate others, or otherwise prohibit or interrupt the learning process with disrespectful and/or disruptive behavior.

Academic Honesty

I expect each student to strictly adhere to the rules and regulations regarding academic pursuits. The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Please see page 82 in the SRSU **Student Handbook: for complete information**.

http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/records_srsu/handbook_2012-2013-complete.pdf

1. "Cheating" includes:

a. Copying from another student's test paper, laboratory report,
other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.

b. Using, during a test, materials not authorized by the person giving the test.

c. Collaborating, without authorization, with another person during an examination or in preparing academic work.

d. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.

e. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.

f. Bribing another person to obtain an unadministered test or information about an unadministered test.

g. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

h. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in ones own written work offered for credit.

i. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

j. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of

materials provided to assist students in the mastery of course materials.

k. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

Plagiarism Policy

As a simple guideline, if you submit your own work, you will avoid all serious types of plagiarism. Nevertheless, a responsible student should also consider the less obvious variants of plagiarism, especially when writing research papers that require citations.

Instances of plagiarism, such as submitting an essay with sentences or passages cut and pasted from an online source, or a paper obtained from an online "paper mill," students in this course will automatically fail the assignment, receive a final grade of F, and be recommended for dismissal from the university. There is no excuse for serious plagiarism. I will also regard unattributed citations – verbatim copying of another's person's work without some indication of the source – as a serious form of plagiarism. In other words, don't insert any text in a paper that is not your own without also noting the source. You can email me with a question before an assignment is due, stop by my office during my office hours, or even parenthetically raise the question in your paper. *It's your responsibility to comply with principles of academic honesty; it's my responsibility to see that every student receives a fair and accurate grade.* Here is my policy on plagiarism for this course:

The *first offense* of plagiarism, in part or in whole, will result in a failing grade on that assignment(s). The *second offense*, in part or in whole, will result in a final grade of "F," and the student will be recommended for dismissal from the university. The student has the right to appeal to the Dept. Chair, then Provost, and eventually to the Provost and VP for Academic and Student Affairs before imposition of the penalty. The decision of the Provost and VP for Academic Affairs is final.

ADA Accommodation

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Grace Duffy in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P. O. Box C-171, Sul Ross State University, Alpine, TX 79832. The telephone number is 432-837-8203.

Graded course requirements

30%...................**Short reports, Quizzes, and Reading Log** Analysis essays (minimum of 1,000 words) on source materials will be assigned at least four times (one to be shared with your colleagues). *These short reports will* 1) summarize reading material 2) illustrate personal engagement with reading 3) pose 3-5 questions relevant to reading. Other times, they will have specific directions and alternate objectives. *Quizzes* will test student's comprehension regarding assigned readings (Who? What? When? Where? Why? How?); Reading log requires students to keep track of what they are reading. Details TBA.

20%.................. **One analytical paper** (8-10 pages) Students will need to include 3-5 readings previously discussed this term, as well as 2-3 additional researched texts. Prompts will guide students, assisting them with purpose and direction.

40%..................**An annotated bibliography** (20-25 entries) for a research project of your choice. Your completed project must include 1) research proposal (300 words) 2) research abstract (200 words) 3) rationale essay (3-5 pages) explaining the parameters of your topic and briefly summarizes your findings and the rationale for your choices.

10%..................**Discussion forum /participation (five assignments)** You will be required to participate in discussion boards during the semester, usually with specific content, length, and participation requirements. In order to receive credit for discussion boards, you must post a minimum of three times: an initial posting responding to the assignment prompt and two peer responses (one response each to two other students). You may respond to more than two persons, if you choose. You should continue to read discussion boards even after you have completed your postings. Generally, your postings should be approximately 100 words and must be comprised of statements that are on topic and of a depth and a scope sufficient to elicit thoughtful responses from your colleagues. Please end your initial posting with your name. Responses to other students must begin with that person's name; for example, a response might begin "Algernon, I agree that Voice of the Shuttle is a good place to go for critical theory resources, but I found a better source on the Internet at . . . ." Responses to the initial postings of other students that essentially say nothing but "I agree with Algernon" are unacceptable; be sure that your response adds to the discussion.

IMPORTANT: All postings must be in paragraph form, comprised of complete sentences, and couched in language that is courteous and respectful of others' opinions. Topics for discussion may be responses to specific assignments, discussion of each other's' papers, or responses to student questions about assignments. Generally, discussion boards will be concerned with the main objectives of the course, such as research sources and methods, bibliographic studies, and critical theory.

Discussion boards (min of 4): In an online course, discussion boards are designed to compensate for the lack of the in-class discussion that is so valuable to scholarly inquiry in graduate seminars. Therefore, your timely and thoughtful participation in the assigned discussion boards is essential. You will have a minimum of FOUR discussion-board assignments, for each of which you must provide three postings, so make note of due dates. I suggest that you plan to log onto the course each day, Monday through Friday. If you miss the deadline for the postings for any specific discussion board, you may not make up that work. **Once a discussion board is closed, it will not be re-opened**.

Grades

A **90-100:** Outstanding performance in mastering of the subject. Achievement of superior quality. (4 grade : points per credit hour)

B **80-89:** Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)

C 70-79: Performance of a satisfactory nature. Achievement demonstrating an understanding of the

subject sufficient for continued study in the discipline. (2 grade points per credit hour)

D **60-69:** Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)

F **50-59:** Achievement at a level insufficient to demonstrate understanding of the basic elements of the course. (0 grade points)

Incomplete grade(I):The grade of "I" is given by the instructor upon consultation with the student. The work to be completed and deadline for completion must be specified on the grade report to the Director of Records and Registration. A student may have a maximum of one academic year in which to remove an T during which time the "I" will not be calculated in the student's grade point average. f the work is not completed by the deadline set by the instructor, the "I" will be converted to an "F" and will be calculated n the student's grade point average for the semester in which the "I" was given. Normally, an incomplete grade will be awarded only for situations such as illness, family emergencies, or unusual circumstances which prevent a student from completing a course in a semester or summer term. Incomplete grades must be removed prior to graduation.

Withdrawal grade (W): The grade of "W" is given for courses dropped after the 12th/4th class days through the last day to drop a course with a "W" as published in the University's calendar. Students who wait until the published deadline must have complied with the class attendance policy of this catalog. An instructor is not obligated to recommend a "W" for a class if excessive absences have occurred. Students will not be permitted to drop a course or withdraw from the University after the published deadline.

Final Note

It's worth noting that there's a predictable and positive correlation between careful time management and academic success. I encourage you to make a wise decision as to what kind of student you will be early on and to plan accordingly. *No extra points, no extra credit work will be assigned, so don't ask*. **You are completely responsible for meeting all deadlines and keeping track of any changes made to the course schedule.** You have several resources made available to you to ensure your success in this course, so I strongly encourage you to take advantage of them.

Tentative Course Calendar

Subject to change

IMPORTANT

Please refer to Assignments in Blackboard 9 for all assigned work; there you will find all specific directions and due dates. *The link will go live on the first class day, August 25, 2014.*

August 25, Monday…..…………First day of classes

September 1, Monday ….………Labor Day holiday, no classes

September 10, Wednesday…..…Twelfth class day

October 20, Monday……………Mid-semester

November 14, Friday……………Last day to withdraw from the University or to drop courses with grade of "W." Drops must be processed and in the Registrar's Office by 4 p.m.

November 26-28, Wednesday – Friday…Thanksgiving Day holiday (Begins after the last scheduled class meets on Tuesday, November 25)

December 3, Wednesday……………   Last class day before finals

December 8-11, Monday-Thursday……..   Final Examinations, End of Term