## ENGLISH 3105 RESEARCH METHODS WORKSHOP: CHAUCER

**POLICIES AND PROCEDURES**

**FALL 2018**

**Instructor**: Dr. Dwayne C. Coleman **CRN**: 23071

**Office**: Irby 317A **Time**: M 2:00pm-2:50pm

**Office Hours**: WF 1:30pm-3:30pm; T/Th 9:00am-10:00am **Place**: Irby 304

 M 3:00pm-4:00pm (or by appointment)

**Phone**: 450-3488 (office)

**E-mail**: dcoleman@uca.edu

**Course Description:** According to our course catalog: “This course is designed to introduce students to the use of research in writing papers for literature courses. Students will use techniques and protocols learned in the course to complete a research assignment drawn from a concurrent upper-division course.”

**Course Objectives:**

1. Students will learn the conventions of scholarly literary discourse and apply them to their own writing.
2. Students will learn how to discover and enter the scholarly conversation addressing the relevant literary text for their upper-division course.
3. Students will learn how to incorporate primary and scholarly secondary sources into their own writing.
4. Students will learn to utilize and apply MLA format and documentation guidelines to their own writing.
5. Students will plan, draft, revise, edit, and submit a scholarly paper as the product of their own scholarship.

**Required Texts:**

While there are no formally required texts for this class, I strongly recommend that you acquire a copy of the *MLA Handbook for Writers of Research Papers.* 8th ed. New York: The Modern Language Association of America, 2016. I will also post copies of chapters from the book *They Say/I Say: Moves That Matter in Academic Writing* 4th ed., by Cathy Birkenstein and Gerald Graff

**Helpful Resources:**

* The online Middle English dictionary can be found at this site: <http://quod.lib.umich.edu/m/med/med_ent_search.html>
* Both the “The Geoffrey Chaucer Website Homepage” and “Harvard's Geoffrey Chaucer Website” have valuable resources for reading and understanding Chaucer’s works. They include interlinear translations of *The Canterbury Tales*, as well as a glossary, some primers on Middle English, and sections on historical topics. “The Geoffrey Chaucer Website Homepage” can be found here: <http://sites.fas.harvard.edu/~chaucer/> ;and Harvard's Geoffrey Chaucer Website” is here: <https://chaucer.fas.harvard.edu/>
* There is a searchable “Chaucer Bibliography Online”: <http://chaucer.lib.utsa.edu/items/search>
* *The Chaucer Review* is one of two important journals devoted to Chaucer scholarship. It has a searchable index of its first 30 volumes here: <https://library.northwestu.edu/chaucer/>; and its articles are available via JSTOR through Torreyson Library’s databases. The other important journal is *Studies in the Age of Chaucer*, and its issues since 2008 are available through Project Muse also in Torreyson Library’s databases.

**Assignments and Grading percentages:**

**Database search exercise 10%**

**Scholarly Conversation exercise 10%**

 **Library workshop 5%**

 **Article Summary/Analysis Exercise 10%**

 **Quotation/Citation Workshop 10%**

 **Works Cited Workshop 10%**

 **Individual conferences 5% each X 2= 10%**

 **Peer review workshop 15%**

 **Presentation of research progress 5%**

 **Final paper submission 15%**

**NOTA BENE:** Please know that the final paper for this class will not be evaluated for the merits of its argumentation—that will happen in ENGL 4340. For the purposes of this course, the final paper will be evaluated with regard to its effectiveness in incorporating quotations and citations and adhering to the standards of MLA formatting and documentation.

**Grading is on the following scale:** A 100-90

 B 89-80

 C 79-70

 D 69-60

 F 59 and under

**Grading Policy**

1. Grading will be rigorous and exacting as a course of this importance demands.

2. Please do not inform me of your desires or requirements for a certain grade. You are responsible for earning whatever grade satisfies you.

3. In addition, I cannot grade on effort, but I must base all grades on the submitted product of your effort. Part of the task of becoming a successful student is learning how to expend effort in the most efficient way.

4. I will not give extra credit assignments for the purpose of improving a student’s grade in the class.

**Attendance and Class Conduct Policy:**

* If you intend to make a premium grade (A or B), you should attend class as frequently as possible, preferably every class day. Your final grade for this course will likely drop two points for every absence after three, except in rare situations. Infrequent absences caused by illness or accident, family death, official university functions, or inclement weather are acceptable, but you need to bring documentation of the reason to receive this consideration. If you should miss 6 or more classes, I will strongly recommend that you drop the class, and I reserve the right to drop a student from the course, assigning a grade of WP or WF, after 8 absences.
* Class will begin and end on time. If you arrive late, see me before you leave or you may be counted absent. If you’re late for a quiz, you might not get to finish or take it. Early departures should be avoided unless absolutely necessarily as they tend to be disruptive. If you leave early after taking a quiz, you might not get credit for it. At any rate, if you are frequently late, you will miss valuable information for class. I will not be responsible for repeating what you miss.
* Even when you are absent, you should do your best to keep up with the readings. Exams and quizzes will not be made up unless the absence is excusable under the conditions above, and in that case a grade of ZERO will be assigned. Please notify me of any planned absences IN ADVANCE. It is YOUR RESPONSIBILITY to approach me and arrange for a time to make up the exam and to keep the appointment. I will not remind you to make it up.
* I ask that you also avoid accepting calls on cell phones. Please turn your phones off while you are in the classroom. For security purposes, cell phones and other electronic devices may not be consulted or handled during exams. You may use laptops in class, but students causing distractions with them will lose the privilege.
* Please do not bring food into the classroom. Drinks (non-alcoholic, of course) are permitted, but you are asked to clean up any spills yourself.
* Class WILL be held on all scheduled class days. If you miss a class, you will be counted absent. You should make any plans involving holiday travel or other occasions with this policy in mind. Make sure family and friends know about the policy if they’re making travel arrangements or other plans for you.
* Last, but not least, make note of all drop dates for this semester. These are listed on the online Academic Calendar.

**Academic Honesty and Policies:**

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

For this class, any discovered instances of cheating or plagiarism WILL result in a ZERO for the assignment and will likely result in failure of the course. Plagiarism includes piecing together phrases, sentences, paragraphs, or ideas from sources without documentation as well as submitting work that has been composed wholly or in part by someone else. The plagiarized work will also be kept on file in the English Department, and the student may be subject to other sanctions and processes pending the revision of the University’s policy on cheating.

**Emergency Procedures:** An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at http://uca.edu/mysafety/bep/. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

**The Disability Resource Center:** The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need accommodation under this act due to a disability, contact the Disability Resource center at 450-3135.

**Sexual Harassment Policy and Title IX disclosure:** Please familiarize yourself with the University’s policies concerning sexual harassment in the current UCA *Student Handbook*.

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to "student-on-student" or "employee-on-student"), the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: https://uca.edu/titleix.

**Schedule of Meetings and Assignments: Schedule may be subject to some changes.**

**August 27:** Introduction and Course overview; assign library and database search assignment

**September 3: Labor Day Holiday—NO CLASS**

**September 10: Evaluating Sources, Finding, and Entering the Conversation—"Running Down Leads”**; Bring your responses to the search assignment from Week 1 with you. “Conversation/Lead chasing” assignment assigned for next time

**Read** *They Say/I Say,* chapters 1 and 2; *MLA Handbook*, pp. 3-18

**September 17:** **Summary and Analysis;** Discuss Bergen article; Assign Article Summary/Analysis;

**Read** article Bergan, Brooke. “Surface and Secret in the *Knight's Tale.” The Chaucer Review.* Vol. 26, No. 1 (Summer, 1991), pp. 1-16;

**September 24: Library Workshop (meet in Torreyson Library);** assign “Quoting and Citing” exercise for next week’s workshop

**October 1: Formatting Quotations and In-Text Citations in MLA Format;** Bring either the Bergen article or one from your previous search work for this workshop and the completed “Quoting and Citing” exercise; assign the “Works Cited” page exercise

**October 8: Incorporating Sources into Your Writing;** bring the Bergen article with you to class

 **Read** MLA pp. 61-91;*They Say/I Say,* chapters 2 (review if needed) and 3

**October 15: Formatting the Works Cited page in MLA Format workshop;** bring the completed “Works Cited” page exercise

 **Read** MLA pp. 102-128

**October 22: Refining Your Focus—Writing a Working Thesis; Outlines for an interpretive paragraph;** assign abstract writing exercise

**October 29: Initial Individual Conferences—by appointment in place of the normal class meeting;**

**November 5: Abstract writing exercise due; Organizing and constructing a literary analysis—discussion**; assign sample introduction and conclusion for next week

 **Read:** *They Say/I Say,* chapters 8 and 10

**November 12: Writing Introductions and Conclusions—discussion and analysis**

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**November 19: Presenting your progress;** bring an outline/notes and the abstract of your paper to class

**November 26: Professional Development w/Dr. Katherine Willis; Second Individual Conference this week**

**December 3: Peer Revision Workshop;** bring **one** copy of your completed draft to class

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**ACADEMIC POLICIES**

The university’s two academic bulletins – the University of Central Arkansas *Undergraduate Bulletin* and *Graduate Bulletin* – are the official publications for all academic programs and policies. Students are urged to study these bulletins. In addition, students should familiarize themselves with the various policies in the *Student Handbook*, some of which are outlined below. The *Handbook* may be accessed online at **http://www.uca.edu/student/dean/student\_handbook.php**.

**Academic Misconduct**

**Definition:**

1. Any academic dishonesty in connection with the taking of, or in contemplation of the taking of any examination. (For the purposes of this policy, any student is academically dishonest who
	1. knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor;
	2. obtains, uses, attempts to obtain or use any material or device dishonestly; or
	3. supplies or attempts to supply to any other person any material or device dishonestly; or
	4. during the course of an examination obtains or attempts to obtain unauthorized information from another student or from another student’s test materials.)
2. Any misrepresentation of academic work by a student as the product of his or her own study and efforts.
3. The unauthorized possession, taking, or copying of solutions manuals or computerized solutions for homework or research problems assigned by a professor and/or instructor.

**Penalties:**

Any student deemed guilty of an act of academic misconduct may be subjected to one or more of the following penalties:

1. The students’ grade in the course or on the examination or assignment affected by the misconduct may be reduced to an extent, including reduction to failure.
2. The student may be placed on probation or suspended from the university for a specific period of time.
3. The student may be expelled from the university.

**Sexual Harassment**

Sexual harassment by any faculty member, staff member, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. (full details may be found on pgs. 102-105 of the *Handbook*)

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this act due to a disability, contact the UCA Office of Disability Services at 450-3135.

**AGREEMENT**

I hereby acknowledge that I have received a copy of the syllabus for this course and have been referred to relevant policies outlined in the Student Handbook. I further acknowledge that I understand the objectives, guidelines, and requirements stated in the syllabus and that I agree to abide by all the requirements for the course as set forth in the syllabus.

Signed, Date:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_