

ENGL 5300: Introduction to Research Methods

Semester: Spring 2019 -- **Instructor:** Dr. Carolyn Tilghman -- **Campus Office:** CAS 161 -- **Campus Phone:** 903.565.5703

Office Hours: T only 1:30-3:30 p.m., R only 5:00-6:00 p.m. (CT) & by appointment -- **Email:** ctilghman@uttyler.edu

Welcome to Class!

I have high expectations for each person taking this class. My hope is that as the semester continues, it will be a place for you to formulate your ideas effectively as you gain the skills needed for the rigorous research and effective scholarly writing demanded of a graduate student in English Studies. If you have any questions about your progress in the class message me, email, or make a phone or Zoom appointment. Contact with you is welcomed and strongly encouraged.

Course Description & Format

This graduate level literature course is delivered online and designed to make the best use of new technologies for learning and student time management. Composed of four units and an Introduction, the course is designed as a workshop to introduce students to the applied skills and critical approaches necessary for incorporating rigorous research, careful documentation, critical methodology, and discerning and cohesive argumentation in the composition of polished scholarly writing. Assignments are designed to build on each other and to prepare students for the research and writing demands of their English graduate courses, including the ENGL 5397 GIS capstone course.

Course Prerequisite: To enroll in the course, you must have graduate standing in English or permission of the Instructor.

Learning Outcomes

By the end of the semester students should be able to 1) conduct original, rigorous scholarly research; 2) show proficiency in the use of various documentation styles; 3) adhere to grammatical conventions as summarized in the *MLA Manual and Guide to Scholarly Publishing*; 4) understand the importance of textual criticism to the selection and evaluation of primary and secondary sources; 5) grasp significant trends of contemporary schools of literary theory and be able to apply fundamental theoretical principles to primary texts; and 6) demonstrate fluency in of various modes of academic writing.

Required Texts

Research & Documentation: (Purchase only the specified edition.)

1. Gobble, MaryAnne, *Chicago Manual of Style Guidelines*. BarCharts, 2012. ISBN-13: 978-1423218609
2. *MLA Handbook*. 8th, Modern Languages Association, 2016. ISBN-13: 978-1603292627
3. Smith, Thomas. *APA Guidelines for Students*. BarCharts, 2015. ISBN-13: 978-1423225331
4. Tyson, Lois. *Critical Theory Today: A User-Friendly Guide*. 3rd, Taylor & Francis, 2015. ISBN-13: 978-0415506755.
5. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd, 2008. ISBN-13: 978-0873522977

Literary Texts: (Purchase two of the six books listed below: one on which to base your research and one to serve as an alternate. Purchase only the specified editions.)

1. Conrad Joseph. *Heart of Darkness*. Norton Critical Edition, 5th ed., W.W. Norton, 2016. ISBN-13: 978-0393264869
2. Hemingway, Ernest. *The Old Man and the Sea*. Reissue edition, Scribner, 1995. ISBN-13: 978-0684801223
3. Joyce, James. *The Dead*. Case Studies in Contemporary Literature, 1st, Bedford/St. Martin's, 1993. ISBN-13: 978-0312080730
4. Shelley, Mary. *Frankenstein: Annotated for Scientists, Engineers, and Creators of All Kinds*. MIT Press, 2017. ISBN-13: 978-0262533287
5. West, Rebecca. *The Return of the Soldier*. Penguin, 1998. ISBN-13: 978-0141180656
6. Woolf, Virginia. *A Room of One's Own* (Annotated). 1st, Mariner Publishing, 2005. ISBN-13: 978-0156030410

Communication

- **Announcements:** Check the course Canvas “Home Page” regularly for announcements. They will contain important information about the class.
- **Canvas Messages & Emails:** Messages & emails for this class will be checked regularly on weekdays. Every effort will be made to respond to them within twenty-four hours. This rule does not apply to weekends. On occasion, a conference, meeting, or appointment may prevent checking messages or email during the scheduled time; however, they will be checked as soon as possible after or before the conference, meeting, or appointment.
- **Telephone Appointments & Campus Office Hours:** Dr. Tilghman will be in her campus office from 9:30-11:00 a.m. (CT) on Tuesdays and Thursdays for phone calls or campus visits. Appointments may be set up at other times for telephone calls or Zoom conferencing, if needed.

Online Class Participation & Netiquette

Online Etiquette*: The following guidelines should be followed when you interact online with your class members or instructors to insure your interactions are professional:

1. Adhere to the same standards of behavior online that you follow in real life. Always follow ethical standards of behavior and be respectful to others whose opinions and life experiences may differ from your own.
2. Refrain from inappropriate language and comments that lead to a personal attack or cause conflict. If someone acts inappropriately, do not comment about the message or post and do not respond to it.
3. If you are asked to engage in online discussions, be prepared prior to engaging in them and be willing to both ask questions and share knowledge.
4. Respect other people’s time by understanding the requirements of the discussion, asking relevant questions, and making thoughtful responses.
5. Take time to check spelling and grammar before posting or messaging.
6. Be patient and forgiving of others mistakes. We all make them.

*Adapted from Duquesne University’s Center for Teaching Excellence: <http://www.duq.edu/about/centers-and-institutes/center-for-teaching-excellence/teaching-and-learning/nettiquette-for-online-learning>

Grading & Late Policy

Course grades will be assigned using the following scale: A=90%-100%; B=80%-89%; C=70%-79%; D=60%-69%; F=60% or below

Grades for individual assignments will be calculated for this class as follows:

- Course Paper & Paper Abstract-----30%
- Historical-Bibliographic Essay (Literature Review) & Paper Proposal-----15%
- Annotated Bibliography & Article Summary-----15%
- Unit 1 Worksheets & Exercises-----20%
- Proficiency Exams-----20%

Proficiency Exams: Four proficiency exams (EGSA Website, Research & Documentation Basics, Conventions of Scholarly Writing, and Principles of Literary Theory) will be given: the first during the first week of class and the other three during the last week of Units 1, 3, & 4, respectively. Click on the appropriate button in the appropriate unit to access an exam. You may take the exam in its entirety or return to finish it at any time before its submission deadline. Exams are graded online and a grade should post immediately after an exam has been submitted.

Late Policy for Proficiency Exams: Each exam must be taken by the scheduled submission deadline. Exams cannot be made up after this deadline has passed. Please check exams or the “Groundwork” page at the being of each unit for completion deadlines.

Writing Projects: Writing assignments are designed to build on each other and result in a critically astute and well-researched paper of conference presentation length that can be expanded into a paper of journal article length. Access each assignment by clicking on its page in the relevant unit. Completed writing assignments will be graded and feedback provided within a reasonable period of time.

Late Policy for Written Assignments: 1% of the grade assigned for the paper will be deducted for each day the written project is late. Please check due dates.

Worksheets & Exercises: Worksheets and exercises are designed to increase your research and documentation skills. Completed worksheets and exercises will be graded and feedback provided within a reasonable period of time.

Late Policy for Worksheets & Exercises: 1% of the grade assigned for the worksheet or exercise will be deducted for each day the assignment is late. Please check due dates.

Withdrawal Date: The last day to withdraw from this course with an automatic "W" is Monday, April 1, 2019.

Technology

If you have issues with logins, connectivity, or with general computer support, please email itsupport@patriots.uttyler.edu or contact the IT Support Hotline at (903) 565-5555.

For the course you need

- consistent use of a computer (PC or Mac);
- internet access with the ability to view and listen to video and audio recordings (high-speed preferred; videos, podcasts, and files may be slow to load on satellite or dial-up);
- Microsoft Office (strongly recommended);
- a free Zoom account (Zoom.us website; optional).

For the course, you must be able to

- send and receive email from your UT Tyler patriots email account;
- access and navigate UT Tyler Canvas LMS;
- create, attach, receive, and open Microsoft Word documents;
- post to discussion board forums on Canvas;
- open PDF files;
- play, view, and listen to video and audio files.

Plug-ins and Helper Applications:

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. You need to have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most updated version for the browser you choose to access the online learning content. Below are suggestions. NOTE: Chrome or Mozilla Firefox are the recommended browsers for Canvas.

The following UT Tyler policies and information must appear in each UT Tyler course syllabus.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>.

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR

webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079. Student Absence due to Religious Observance Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially

ii. Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

- All written work that is submitted will be subject to review by SafeAssignTM.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)