



ENG 102: Academic Writing and Research Process

Student Syllabus for the Adult Degree Programs

Course Description

This course is intended to serve those students who seek to improve the knowledge, skills, and strategies to find and critically evaluate information, and then organize the results of their research and communicate them in writing.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Conduct an academic research project culminating in a research essay that presents an argument supported by relevant, credible sources which are documented according to appropriate academic style guidelines.
2. Identify an academic research question.
3. Use online library databases to locate relevant sources, evaluate sources for relevance and credibility, select appropriate sources, and write accurate summaries of sources.
4. Respond to sources by comparing and contrasting viewpoints.
5. Develop and defend arguments with reason and evidence.
6. Demonstrate and implement appropriate academic voice, style, and mechanics in written work.
7. Document sources in APA style.
8. Compose a research essay which answers an initial research question by presenting an argument supported by credible evidence and sources.
9. Present his or her main argument and support in a final presentation.

Course Texts

Booth, W. C., Colomb, G. G., Williams, J. M., Bizup, J., & Fitzgerald, W. T. (2016). *The craft of research* (4th ed.). University of Chicago Press.
ISBN-13: 978-0226239736
ISBN-10: 022623973X

Graff, G., & Birkenstein, C. (2018). *They say, I say: The moves that matter in academic writing* (4th ed.). W. W. Norton & Company.
ISBN-13: 978-0393631678
ISBN-10: 0393631672

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their instructors in relation to course requirements. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC. For more details, visit the [Student Success Center website](#) or call 724-847-5005.

The Grading System in the ADP

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	

D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Geneva College has adopted a campus wide policy on academic honesty; the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of the student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the Department of Professional and Online Graduate Studies (see Appendix A of the student handbook).

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of the student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Honesty (see Appendix A of the student handbook).

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an *academic event* in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (6)	30 points each	180 points
Research Pieces (4)	30 points each	120 points
Library Worksheet	One Submission	30 points
Annotated Bibliography	One Submission	100 points
Researched Argument Essay Drafts (2)	60 points each	120 points
Oral Presentation	One Submission	100 points
Final Researched Argument Essay	One Submission	175 points
Total		825 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.
- b. Part 2 – Respond back to your instructor’s post. In addition, post a response to at least two of your fellow classmates’ postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate **MUST** be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates’ questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is **REQUIRED** as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the “Interacting in the Online Environment” section in the ADP Student Handbook.

Research Assignments and Drafts

Throughout this course, students will complete four research assignments, a library worksheet, and two written drafts that will require them to apply some of the key course concepts. Each of these assignments will help students work toward the completion of their Researched Argument Essay due in Session 8. Specific instructions for completing these assignments can be found in the course outline below.

- Session 1: Research Piece 1

- Session 2: Research Piece 2
- Session 3: Library Worksheet
- Session 3: Research Piece 3
- Session 4: Research Piece 4
- Session 6: Researched Argument Essay Draft 1
- Session 7: Researched Argument Essay Draft 2

Each of these assignments will be graded on content, style, and timeliness. They should adhere to all directions, page length requirements, and typical APA style and formatting (double spacing, proper APA citations, etc.).

All research assignments and drafts are due by 11:55 pm (EST) Saturday of the designated session week.

Annotated Bibliography

Throughout the eight weeks of this course, you will work on compiling research for your Researched Argument Essay due at the end of Session 8. In Session 2, you will propose a few research topics and receive feedback from your classmates and instructor. In Session 3, you will begin to use the library to find sources to gain knowledge about your research topic, answer the research questions you have posed, and find evidence that can support the argument you will be developing on the chosen topic. In Session 4, you will read the sources you have gathered and begin to respond to their arguments. The annotated bibliography, due in Session 5, is the culmination of this work. It will allow you to list, summarize, and evaluate your sources and discuss how each source will fit into your larger research project.

The submission of your annotated bibliography will allow your instructor to provide you with detailed feedback. You will then use the feedback to focus any additional research, refine your argument, and compose drafts of your final essay, which will be submitted in Sessions 6 and 7.

Your annotated bibliography should include 4-6 sources, and it should be formatted according to proper APA style (i.e., cover page, headers, double spaced).

In total, your annotated bibliography should include 4-6 sources and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

Your annotated bibliography is due by 11:55 pm (EST) Saturday Session 5.

Researched Argument Essay

In this course, students will compose a Researched Argument Essay. The final submission of this essay is the culmination of your research project, which will be worked on each week throughout the course.

For this assignment, you will compose an essay of 6-8 pages in which you will introduce your research topic and capture your reader's interest by demonstrating the significance and relevance of the topic. You will then present a claim and develop an argument in defense of that claim. Your essay will consist both of arguments you invent and of a conversation with scholars and researchers with whom you agree, disagree, and use their evidence as support for your own argument. You will conclude your essay by reminding your readers of the significance of your topic and possibly pointing to an action plan or further research questions related to your topic.

Your entire submission should follow APA style guidelines, including your title page, formatting, and references. You DO NOT need to include an abstract with your essay.

In total, the Final Researched Argument Essay should be 6-8 pages in length (not including cover sheet and reference page) and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

The Final Researched Argument Essay is due by 11:55 pm (EST) Saturday Session 8.

Oral Presentation

In Session 8, students will prepare a 7-10 minute oral presentation on their Researched Argument Essay.

The oral presentation will be an audio embedded PowerPoint presentation that will be uploaded to a forum in the Moodle classroom. Your fellow classmates and instructor will be able to view your presentation and make comments. If you need further instructions for recording your audio embedded PowerPoint, a tutorial will be available in your Moodle classroom.

After uploading your presentation, watch 5 of your classmates' presentations. Give feedback to each of these 5 students' presentations. Feedback should be approximately 50 words and include opportunity for constructive feedback on the presentation's content, style, and delivery. This is not an opportunity to be critical, but to help each other to improve and develop skills in presenting.

Students must post their audio embedded PowerPoint by 11:55 pm (EST) Wednesday Session 8.

Feedback on 5 classmates' presentations must occur by 11:55 pm (EST) Saturday Session 8.

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job

candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

**Synthesize/
Integrate**



Adept at forming structures, patterns, and connections from information, ideas, and images

**Persuasive
Communication Skills**



Adept at using information, ideas, and influence to affect a desired outcome

Research Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness

**Written
Communication Skills**



Ability to organize knowledge and beliefs into convincing arguments and to convey meaning through well-constructed text