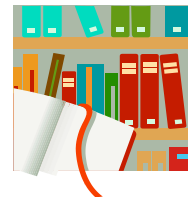


En110, Section C: Academic Research and Writing

College of Visual Arts, Saint Paul, Minnesota 55102
Spring 2007
3 credits
Meeting Tuesdays and Thursdays, 10:00 – 11:15 a.m.
Summit 210



Dr. Sue Short, Associate Professor

sshort@cva.edu

<http://shortstreet.net/cva.htm>

651-224-3416

Office hours:

Monday: 11:30 a.m. – 4:00 p.m.

Tuesday: 11:30 a.m. – 3:00 p.m.

Wednesday: 11:30 – 4:00 p.m.

Thursday: 11:30 a.m. – 3:00 p.m.

Office location: Summit 306 (third floor, near computer classrooms and lab)

I. COURSE DESCRIPTION

This course focuses on the development of basic research skills. The assignments build on the strategies used in research, including critical reading and analyzing, finding library resources, and synthesizing the information into a fully developed treatise. Students will learn to approach material critically, to locate helpful reference materials, to identify credible sources, to organize papers effectively, and to develop their ideas fully.

II. LEARNING OUTCOMES

This course will emphasize two of the learning goals at CVA: skills in critical thinking and in critical evaluation of ideas and information, and sound methodology for acquiring and using information from many sources. Learning to communicate effectively in writing will also be a course goal.

III. METHOD OF ASSESSMENT

Assessment is a part of this course and will center on the learning goals stated in section II. You will be asked to do certain exercises this semester to assess how well the course is meeting these goals.

IV. COURSE REQUIREMENTS

A. Evaluation and Grading

Your performance in this class will be evaluated in several different ways during the semester. There will be a narrative evaluation at mid-semester as well as graded evaluations of your assignments. The CVA student handbook specifies certain standards for evaluation; the instructor will also distribute specific definitions and standards for grading along with other course materials.

Assignments in this course will have the following weight in calculating the course grade:

1. Exercises and participation:	5%
2. Summary/Description paper:	10%
3. Critique paper:	20%
4. Comparison/Analysis paper:	25%
5. Final research paper:	40%

B. Attendance

Classes that meet 2 times per week recognize 4 absences as grounds for failure.

Classes that meet 1 time per week recognize 3 absences as grounds for failure.

2 tardy are equivalent to 1 absence. After 15 minutes, a tardy becomes an absence.

A student will forfeit all rights and privileges for the course failed due to attendance and/or tardy absences.

Excused absences are only granted due to hospitalization and/ or death in the family. Students are required to show documentation of their circumstance to the Office of Academic Affairs. This office will communicate to the given faculty.

CVA recognizes all religions and will grant excused absences for documented religious holidays. Students are required to register the particular times and dates of these holidays at the beginning of each semester with the Office of Academic Affairs. This office will communicate to the given faculty.

Students are responsible for understanding this policy and tracking their own attendance and tardiness.

C. Academic Honor Code

I. Principles

Every student at the College of Visual Arts must adhere to high standards of honorable behavior. Academic work for all liberal arts and studio classes must be a student's own, with appropriate credit given for use of the words, images, and ideas of another. If a student uses fraudulent means to obtain grades or other advantages in academic work, he or she has not truly gained in knowledge, understanding, or skill. Grades, honors, and other marks of achievement lose their meaning; the reputation of the College of Visual Arts is diminished and the value of its B. F. A. degree reduced. It is therefore essential to the integrity of the college that every member of the community -- students, faculty, staff, and administration -- uphold the highest standards of academic integrity.

II. Definition and Examples of Academic Dishonesty

Cheating

1. Copying another student's answers on a quiz or exam
2. Using notes or other source materials on a quiz or exam without the instructor's permission
3. Collaborating on a take-home exam meant to be completed individually
4. Using electronic devices such as phones, computers, or calculators during an exam without the
5. Copying another student's homework assignment
6. Using answers from an instructor's version of a textbook for a homework assignment meant to be completed individually.

Plagiarizing

1. Presenting for either a liberal arts or studio class the work of another without acknowledgement, as though it were your own
2. Using the "cut and paste" method of constructing a paper from internet or print sources without synthesizing the ideas to create your own independent thesis or identifying the sources
3. Using information, ideas, or images from any source (internet, book, article, a classmate's research paper or artwork) without proper attribution
4. Using the exact words of another without using quotation marks and citing the source
5. Paraphrasing the words of another without citing the source

Making multiple submissions

1. Submitting, without prior permission, a paper, project, or other assignment completed in one class to fulfill a requirement for another class

Facilitating academic dishonesty

1. Allowing another student to copy answers from your exam paper
2. Giving or selling another student a completed assignment, project, or paper
3. Informing students in a later section of a class the questions on an exam

Stealing or defacing materials or other property

1. Theft or defacement of any materials or property belonging to another student or member of the staff or faculty
2. Theft or defacement of any materials or property belonging to the college
3. Theft or defacement of library books or other materials
4. Theft of proprietary software

Using materials in an unauthorized manner

1. Unauthorized entry into college property such as classrooms, studios, computer labs, faculty offices, or library
2. Unauthorized use or manipulation of studio equipment or computer programs

Falsifying academic records

1. Alteration of grade books or files
2. Use of personal relationships to gain grades or favors
3. Any attempt to obtain grades or credit through fraudulent means.

III. Process for Dealing with Violations of the Honor Code

The College of Visual Arts will treat violations of the honor code with the utmost seriousness. If a student is accused of academic dishonesty, the student will be informed of the alleged violation and the evidence on which the allegation is based. If circumstances warrant, the instructor and relevant department chair, in consultation with the academic dean, may decide on a penalty such as a failing grade or 0 on the assignment or exam or a failing grade in the course. A record of the violation will be filed in the office of the dean, who will maintain a permanent record of reported student violations. Students may appeal to the relevant department chair. If dissatisfied with that decision, the student may appeal to the academic dean. The decision from that office will be final. In special circumstances, a student may appeal to a standing hearing committee.

Second and subsequent violations of the honor code will be dealt with by the academic dean. Students may appeal decisions to the standing committee, the decision of which is final.

IV. Penalties for Violations

Penalties for students found to have engaged in academic dishonesty may include

1. A grade of F or 0 on an assignment, paper, or exam
2. A grade of F for the course
3. Suspension from the college
4. Expulsion from the college

D. Student Responsibilities

1. Treat class time as an opportunity to learn.
2. Abide by the CVA Attendance Policy, Honor Code, Grievance Procedure and Code of Conduct (see Student Handbook).
3. Arrive on class on time, with all materials, ready to work steadily throughout the session.
4. Be prepared with all your required materials for every class.
5. It is important to complete assignments on time. Late work, including both drafts and final papers, will be significantly penalized.
6. Cite all research, text and image sources (see Student Handbook and visit <http://www.shortstreet.net/WRsec4.htm>)
7. Participate in all class discussions and critiques.
8. Confront difficulties in your work in the spirit of learning, creative exploration, and personal growth.
9. Ask for help from your instructors when needed.
10. Avail yourself of all available support services including advising, tutorials, and workshops.
11. Respect your fellow students at all times.
12. Disruptive behavior, including inappropriate talking in class, is not tolerated. Students whose behavior is disturbing the class will be asked to leave and will be marked absent.
13. You are responsible for cleaning up after yourself at the end of each class.
14. No radios, players, walkmans, pagers, or cellular phones are allowed in class.
15. No smoking is permitted anywhere in any CVA building. Smoke only in designated outdoor smoking areas on campus.

V. RESOURCES AND READINGS

Required text:

Hacker, Diana, *Bedford Handbook*, Seventh Edition. New York: Bedford/St. Martin's, 2006. (Called HB in course schedule.)

Course web site:

The syllabus and paper assignments are available on the course web site at <http://www.shortstreet.net/comp2.htm>. The site also includes a *Guide to Research and Writing* that may be a useful reference as you work on your assignments.

VI. MATERIALS AND SUPPLIES

Students will need the usual writing supplies and implements during class sessions: paper, pen, or pencil. Students will need access to a personal computer, and the CVA library resources through the Internet to complete course assignments.

VII. COURSE METHODOLOGY

Classroom time will be spent primarily in class or workshop discussion, with some lecture to introduce major concepts and methods. Assignments will include daily exercises from the course text to prepare for class sessions and the papers. This is a writing workshop course and the process will consist of readings, daily assignments, class discussions, drafting papers, reviewing and critiquing the papers of other members of the writing group, and revising to produce final, polished work.

VIII. OUTLINE AND OBJECTIVES

Course Schedule

(Subject to adjustments as necessary)

Tuesday	Thursday
1.23 Introduction to course. Review syllabus and work schedule. Assessment.	1.25 Using the <i>Bedford Handbook</i> : Tutorials. Writing process. HB Part I.
1.30 Writing process. HB Part I.	2.1 Research process. HB 50.
2.6 Library session: research talk by Kathy Heuer, CVA library, 2 nd floor.	2.8 Computer lab session: research exercise. Summit 302.
2.13 Library exercise due. Summary/description assignment introduced. Active reading and analysis. HB 46. Use of quotations in writing.	2.15 Techniques of MLA citation practice. Citation exercises. (Bring <i>Bedford Handbook</i> to class) HB 52, 55, 57.
2.20 Workshop: Description exercise in class. Discuss topics, sources, and plan for summary/description paper.	2.23 Draft of Summary/Description due. Workshop meetings on drafts.
2.27 Critique paper assignment introduced. Process of critical evaluation of sources. Creating an argument. HB 47, 48, 50.	3.1 Final Summary/Description due. Workshop: critique paper. Discuss topics, sources, and plan for paper.
3.6 Draft of Critique is due. Workshop meetings on drafts.	3.8 Comparison/analysis paper assignment introduced. Strategies for comparison. Comparison exercise.
3.13. Final Critique is due. Strategies of analysis. Analysis exercise.	3.15 Workshop on Comparison/analysis papers. Discuss topics, sources, and plan for paper.
3.27 Draft of Comparison/Analysis due. Workshop meetings on drafts.	3.29 Research paper assignment introduced. Selecting a topic. Research and topic development. HB 50. Source selection and evaluation. HB 51. Thesis statement development. Computer lab day, Summit 302: search techniques and identifying good sources.
4.3 Final Comparison/Analysis due. Workshop meetings on research in process: status reports and problem solving. Writing an annotated bibliography.	4.5 Annotated bibliography due in class. Workshop meetings on bibliographies.
4.10 Workshop on research and writing in progress. Individual meetings on bibliographies.	4.12 Outline of Research paper due in class. Workshop meetings on outlines, thesis statement, and paper plans.
4.17 Workshop on research and writing in progress. Individual meetings on outlines.	4.19 Draft of Research paper is due. Workshop meetings on drafts. Expectations for discussion sessions.
4.24 No formal class session. Prepare to lead discussion sessions.	4.26 Discussion session #1
5.1 Discussion session #2	5.3 Discussion session #3
5.8 Final Research paper due. Evaluation and final assessment.	No Class: PF reviews.

IX. AGREEMENT

I have received, read, and understand the course syllabus for as well as the CVA Student Handbook. The instructor has, within the structure of the class, explained the material contained within the syllabus.

I hereby agree to abide by the structure outlined in the syllabus and by the policies dictated in the CVA Student Handbook.

Student Signature: _____

Printed Name: _____

Date: _____

Contact Information (please print clearly):

CVA box number: _____

E-mail address: _____

Alternate e-mail: _____

Phone number: _____

Cell phone number: _____

Mailing address: _____

Faculty advisor: _____