

Fall 2018

HUM 102-011: Writing, Speaking, Thinking II

Calista McRae

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HUM 102-011: Writing, Speaking, Thinking II

Tuesday & Thursday 2:30-3:50

Classroom: Kupfrian 103

Office Hours: By appointment (*email me to set up a meeting*)

Instructor: Calista McRae

Office: 408 Cullimore

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0. Course Description

HUM 102 is an introduction to writing using both primary and secondary sources. While building on the skills you learned and practiced in HUM 101, HUM 102 asks you to develop research questions, find and cite sources, conduct your own primary research, and synthesize elements of research into coherent wholes. To do so successfully, you will be asked to understand and interpret sources and put them in conversation with each other, as well as correctly document and attribute them. The general purpose of this class is to set you up for research and writing success in your future courses, both inside and outside of your major.

1. Course Goals

During this course you will:

- Explore and refine research topics
- Find, evaluate and choose sources effectively
- Practice writing from primary and secondary research, developing different types of research projects that use fieldwork, library, and online research methods
- Demonstrate knowledge of the conventions of bibliographic citation
- Demonstrate an understanding intellectual property, plagiarism, and the importance of distinguishing between source material and one's own work.
- Draft, review, and revise multiple versions of a single writing project

2. Prerequisites

Successful completion of HUM 101 with a grade of C or better.

3. Assignments and Grading

<i>Participation</i>	20%
Participation includes: attendance, timeliness, Writing Center visits, speaking up in discussion, and pre-class and in-class writing—in general, doing things to make sure you and your classmates get as much out of the course as possible. <i>If you're uncomfortable talking in class, you can keep your participation grade up by submitting short (150-word) responses before each class. Contact me if you might want this option.</i> Participation grades will go up on Moodle every ~3 weeks.	
<i>Research Proposal</i> (rough draft for peer review Oct. 4, final due Oct 11)	10%
<i>Annotated Bibliography</i> (due Oct 18)	15%
<i>Progress Report</i> (due Nov. 8)	10%
<i>Research Essay</i> (rough draft due Nov. 26; final due Dec. 12)	25%
An analytical research essay of about 10-12 pages, on a research question that interests you.	
<i>Research Poster and Presentation</i> (late Nov/early Dec)	15%
<i>Portfolio</i> (<i>includes all the writing, formal & informal, that you've done for class</i>)	5%

Work will be evaluated according to the university's grading scale. If you are concerned about a grade, make an appointment to discuss with me as soon as possible.

A = 100-90 (superior) B = 86-80 (very good) C = 76-70 (acceptable) F = 59-0 (inadequate)
B+ = 89-87 (excellent) C+ = 79-77 (good) D = 69-60 (minimum)

4. Attendance/Lateness Policies

You may miss up to two classes without giving any reason and without it hurting your grade, but every subsequent unexcused absence will reduce your participation grade. According to university policy, students who expect to miss classes because of religious observance must submit to their instructors, by the end of the second week of classes, a written list of dates that will be missed. Similarly, athletes should submit a list of events. If you cannot make a section due to illness and if you wish to have the absence excused, ask the Dean of Students (Campus Center, Room 255) to review the request.

If you miss a section, please contact a classmate to find out what was covered.

5. Submitting Work

See course schedule for specific instructions, but most formal work should be submitted as 1) double-sided hard copies at the beginning of class, and 2) through Moodle. Please include your name, and use 1-inch margins & double space, so there's room to write comments. **Save all your work, from day 1**—anything you write in class, any short responses: it will go in your final portfolio.

6. Late Work

If you are having trouble completing an assignment, please contact me as soon as possible. Extensions are possible, but require 24 hours' notice. Otherwise, the grades of late work will go down by five points per day (e.g., from a 90 to an 85). Please back up your work frequently: save copies in email, on flash drives, other networks, etc.

7. NJIT University Code on Academic Integrity

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity. The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified. Suspected violations of this code will be reported directly to the Dean of Students for adjudication.

The full text of the NJIT University Code on Academic Integrity can be found at www.njit.edu/education/pdf/academic-integrity-code-pdf.

Formal essays that involve plagiarized portions usually get a 0; I will send the essay to the Dean of Students to decide. Informal writing that's plagiarized will get a 0 from me directly. We will discuss intellectual honesty early in the semester. Basic rule: If your work uses the idea or language of any other person, make it clear to your reader by giving the other person credit, clearly and thoroughly.

8. Special Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

9. The Writing Center

The Writing Center (CKB G17B) is available for forty-minute individual and group appointments with writing center staff. The writing center staff can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. See <https://njit.mywconline.com/>.

You are asked to visit the Writing Center once before Oct. 1. I may ask you to make additional visits, a few times over the course of the semester. Meeting with a consultant there would be a good thing for everyone in the class to do, and I hope many of you do it on your own. If you're assigned to visit the center, please ask them to fill out a report and send it to me, so that I know you are going.

10. Technology

Please do bring your charged laptops (and headphones, if you want to listen to music while writing, but make sure it's audible only to you). Have the day's readings ready, & whatever file you're keeping notes in. I won't police what you're doing with your laptops, but if it's distracting other people or if you are manifestly checked out from discussion, it will affect your participation grade.