

Fall 2019

HUM 102-027: Writing, Speaking, Thinking II

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HUM 102: Writing, Speaking, Thinking/Fall 2019 Syllabus
New Jersey Institute of Technology
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Office Hours by Appointment

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. Overall, 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.

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

Required Texts

NJIT Custom Textbook- Available at the University bookstore

Additional Resources

1. The Purdue Writing Lab owl.purdue.edu
2. A college-level dictionary/thesaurus
3. A grammar guide
4. A computer of some sort
5. Perhaps a notebook (we will discuss)

Learning Outcomes

After pursuing this class, the student will better their writing and research skills, improve their knowledge of media and how media information can assist in success, and will be better prepared for the demands of other coursework and career expectations.

Assignments & Assessment

Your grade breakdown is as follows: It is based on each part of the single project. We will do these aspects of the class in and out of class. The Writing Center is a good resource for your editing and writing.

Research Writing

- Concept map 10%
- Research Proposal 15%
- Annotated Bibliography 15%
- Research Report 25%
- Research poster and presentation 15%

Class Participation- 20%

- Class participation, including attendance, discussion, and informal class writings, peer reviews

Peer review enhances your critical reading, writing, and thinking abilities by providing you with feedback on your writing. For each peer review session, you should bring (1) a draft of your writing uploaded it to CANVAS before class, and (2) your computer to class.

Individual and group work will be evaluated according to the university's grading scale.

Attendance

Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Participation cannot be demonstrated by chronic absences or sickness, similar to the professional world. At a minimum, this means showing up on time, being prepared, and contributing to class discussions. Your level of engagement with the material will subsequently impact how much you get from the class.

You may miss up to one week of class without penalty. Every subsequent unexcused absence will result in the deduction of participation points. If you are absent for legitimate reasons (family emergency, illness) you must provide a doctor's note or a note from your dean.

Attendance on workshoping days is mandatory. If you know in advance that you will miss one of these days, please meet with me to arrange an alternative solution.

Please contact your classmates for missed work.

Assignment Submission

All assignments must be submitted in typed hard copy. *I will not accept emailed work.* Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets.

Assignments are due at the beginning of class. Late class work and homework will only be accepted if your absence is excused.

Technology

If you need to get a hold of me email is my preferred method. I will respond to your emails within 24 hours. Please plan accordingly. Remember to maintain an appropriate tone in all school-related correspondence. This means to include an appropriate SUBJECT line and your NAME in all emails. I will not respond to emails that do not include the sender's name.

Cell phones should not be used during class unless needed for a specific activity. Please set them to silent as a courtesy to your classmates and instructor.

Laptops should only be open when we are drafting. For discussions and presentations they should remain closed.

Recording ANY part of a lecture in any way is not permitted.

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.

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

Accessibility 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.

The Writing Center

The Writing Center (**G17 Central King**) is available for one-hour individual and group appointment with professional writing tutors both onsite and online. This resource is indented to help you improve your communication and writing skills. Tutors and help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs. For more information, please visit <http://humanities.njit.edu/writingcenter>.



NEED HELP? KNOW WHO TO CALL

Please note following important numbers that will come in handy in case of emergency:

| EXTERNAL RESOURCES | AVAILABILITY | CONTACT NUMBER |
|--|--------------------------------------|--|
| Suicide Prevention | 24 hrs/ 7 days a week | (973) 623-2323 (University Hospital-Newark) |
| Drug/ Alcohol Addiction | 24 hrs/ 7 days a week | (877) 630-8262 |
| Crime Victim Compensation Office | Monday – Friday 8 AM – 8 PM | (877) 658-2221 |
| Rape Care Center | 24 hrs/ 7 days a week | (877) 733-2273 (Essex County) |
| Sexual Assault Hotline | 24 hrs/ 7 days a week | (800) 656-HOPE (National) |
| Psychiatric Emergency | 24 hrs/ 7 days a week | (973) 924-7416 (Newark Beth Israel Hospital) |
| NJIT RESOURCES | AVAILABILITY | CONTACT NUMBER |
| NJIT Public Safety | 24 hrs/ 7 days a week | (973) 596-3111 (Emergency) (973) 596-3120 (Non-Emergency) |
| Dean of Students (TITLE IX – Sexual Misconduct Report/Response) | Monday – Friday 8:30 AM - 4:30 PM | (973) 596-3466 |
| Counseling and Psychological Services (CAPS) | Monday – Friday 8:30 AM - 5 PM | (973) 596-3414 |
| Student Health Services (SHS) | Monday – Friday 8:30 AM - 4:30 PM | (973) 596-3621 |

If you are absent, find out what you missed from a classmate:

Your Class Contacts

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____