

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** RSWR 3345 Section Number: HI01 – Research Writing Methods

**Campus:** Kapolei

**Term/Session:** Fall II 2024 (October 14 - December 14, 2024) **Instructor:** Dr. Willie Finley Jr.

**Office Phone Number:** : (808) 778-6935 (cell phone—please be patient in awaiting my response, as I am in the public school system, during the day and may not be able to return calls immediately)

**WBU Email Address:** [willie.finley@wayland.wbu.edu](mailto:willie.finley@wayland.wbu.edu)

**Office Hours, Building, and Location:** TBA

**Class Meeting Time and Location:** Thursdays (5:30 p.m. to 10:00 p.m.) on the Kapolei campus. Classroom TBA.

## Textbook Information

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**Required Textbook(s) and/or Required Materials:** *A Writer's Reference* by Diane Hacker (ISBN: 9781319122843). The American Psychological Association's *Publication Manual* 7<sup>th</sup> Edition.

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

**Optional Materials:** Flash/thumb drive, notebook paper, W. Strunk Jr. & E.B. White's *The Elements of Style* 4<sup>th</sup> Edition. Sebrank, Kemper, & Meyer's *Writers, Inc.* ISBN: 9780669529951

## Course Information

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**Catalog Description:** instruction in formulating research topics, conducting research, and writing papers that marshal support from secondary sources. Students read, analyze, and interpret research sources, developing in-depth, research-based papers on topics in their academic disciplines.

**There is no prerequisite for this course.**

**Course Outcome Competencies:** Upon the conclusion of this course, students actively engaged in learning will be able to:

1. utilize printed library reference materials, proprietary databases, and Internet resources to locate source material;
2. use borrowed information in a manner that complies with standard academic conventions pertaining to quotation, paraphrase, and summary;
3. analyze, evaluate, organize, and manage the assertions of more than one source or author in order to support your own main point;
4. develop and focus a research topic; and
5. write a research question/proposal, a review of the literature, an abstract, an outline, a summary, a synthesis, and a unified, coherent, complete research paper in proper writing style such as APA, MLA, or Turabian.

The more the student puts into the course, the higher his or her outcome competencies will be.

## **Attendance Requirements**

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Hawaii Campus

### External Campuses

Students enrolled at one of the university's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the Vice President of Academic Affairs.

### Plainview Campus

The university expects students to make class attendance a priority. Faculty members provide students a copy of attendance requirements. These are provided on the first day of class. Students in programs for

which an outside agency (such as the Veteran’s Administration) has stricter attendance requirements will be subject to those requirements. In addition, the university registrar will provide each student affected a list of these regulations. The dean of the school must approve part-time and adjunct faculty class attendance requirements prior to syllabi distribution.

### WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## **University Policies**

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**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog.

Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](#)

## **Course Requirements and Grading Criteria**

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“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

Students are expected to attend all class sessions; since meeting times are held only once a week, vast material will be covered. If a student is absent—excused or unexcused—it is his/her responsibility to get notes from another classmate. Again, because of the scarcity in meeting times, it is the student’s responsibility to stay on top of the readings. It is also the student’s responsibility to ensure he/she is on-schedule with the writing assignments. For most of the course, class will be conducted in the Writing Lab; during this period, it is recommended that students bring their flash drives, laptops, etc. to help them complete their assignments. This will also be an ideal time to get one-on-one assistance from the instructor and/or peers.

To ensure the students understand the barebones of the readings and lectures, they will write a total of three mini-papers: The first being 1.5 to 2 pages and the second being 3 to 5 pages. The assignments are generally exercises to help the students enhance their writing abilities. Make-ups will not be issued without a valid excuse. Students will need to type all work and be prepared to share their assignments with peers for review. Students will need a minimum of 2 (two) peer

reviews per paper. Two of the peer reviews must be from fellow classmates, though the students are welcome to seek additional editing assistance from outside sources, such as family members, friends, and/or coworkers. In turn, the students must also write a minimum of 8 peer reviews (2 peer reviews per paper topic) to help their fellow peers with their writing while also increasing their own knowledge of research writing skills.

Later in the semester, the students will write a 5 to 8-page paper on any topic of their liking—as long as they use legitimate sources—preferably peer reviewed journals, though websites may be acceptable in certain cases. Such topics are endless! Some possible examples might include: cyberbullying, cults, racial profiling, peer pressure, prayer in schools, personality types etc., etc. The goal is for the student to select a topic he/she finds appealing. Whatever the topic, the paper must include references for support and use APA format.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

## **Tentative Schedule**

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### **TENTATIVE SCHEDULE (subject to change!):**

**Week 1 (10/17): Orientation; Peer Exercise; Writing Review, Chapters 1 and 2**

**Week 2 (10/24): Peer Exercise; Writing Review Continued; Quiz 1 (Peer Review)**

**Week 3 (10/31): Peer Exercise; Writing Review Continued; Quiz 1 (Peer Review); Paper 1 Due**

**Week 4 (11/7): Read Chapters 3 and 4; Continue Peer Exercise**

**Week 5 (11/14): Chapters 3 and 4 Continued; Paper 2 NO CLASS (Work independently)**

**Week 6 (11/21): Writing Exercises (Quiz 2 [Peer Review])**

**Thanksgiving Week (11/28): (No Class); use this week to complete peer reviews**

**Week 7 (12/5): Writing Exercises; Quiz 4 (Peer Review); All Papers Due**

**Week 8 (12/12): TBA (attendance is still expected); Final Peer Reviews Turned in**

## **Additional Information**

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### **ADDITIONAL INFORMATION**

**Important Notes:** Again, be aware that this is a **tentative** schedule. If the class needs to spend more time on an interesting topic, adjustments may be made. Please remember to bring all supplies to class and to use all designated writing time wisely!

The method of grade determination will be via the following point system:

Class Participation: 50 pts

Attendance: 100 pts

Quizzes/Peer Reviews (20 pts a piece): 100 pts

Paper 1: 200 points

Paper 2: Paper: 250 points

Final Paper: 300 points

Students are responsible for obtaining any information missed during the lectures. Students are also responsible for being up-to-date with readings and quizzes and for turning in assignments on time. , due to limited class time, students are encouraged to attend all lectures.

**Instructor's Policy on Academic Dishonesty:** All tests, papers, quizzes, et cetera should solely be the work of the student. While group studying is encouraged, sharing work will not be tolerated. Furthermore, there will be zero tolerance for plagiarism. Depending on the severity, using another's ideas as one's own could result in a rewrite, zero, and/or referral to the dean. To avoid the risk of stealing another's ideas, all works should be cited using APA formatting (and this includes paraphrasing). All written assignments will require a reference page.

