

University of Texas at El Paso
TED 5304-006: Scholarly Writing for Educators (CRN 28202)
Spring 2016

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Tuesdays, 5:30-8:20pm
Location: Education 305

*****Syllabus subject to change*****

Course Description

The purpose of this course is to build and refine scholarly writing through the use of archival research, documented sources, and library databases. Students will draw from a variety of UTEP library resources to support their research and writing while developing information literacy skills to locate, analyze and apply information. Students will also work closely with peers and the professor to provide constructive feedback on one another's writing and to produce publication-quality papers. To that end, the course covers issues of conceptualization, argumentation and evidence, and citation and referencing. It also deals with style, audience, organization, and mechanics, and relies heavily on peer review and editing.

This is an intensive, semester-long course that will require a significant investment of time beyond face-to-face meetings. Students will need to plan to invest approximately 8-10 hours per week on reading, research, writing, and development of related skills. Please plan accordingly.

This will be a hybrid course, meaning students will have the opportunity to complete both face-to-face class activities as well as online activities that cover topics and issues related to academic writing, effective peer editing and review, research strategies, documentation, and the writing process. The technologically-enhanced format also allows for the opportunity to engage in electronic peer review of one another's drafts and virtual interactions via the discussion boards.

Student Learning Outcomes

In completing this course, students will:

- Produce a 10-15-page thesis-driven literature review paper on a current and compelling educational topic chosen by the student;
- Construct a solid, well-grounded academic argument (thesis) that is sufficiently supported by evidence from the research literature;
- Develop clear and concise summaries and syntheses of the research literature;
- Be able to use tools for online literature research, including library databases, evaluate the credibility of sources, and distinguish between scholarly sources and popular sources;
- Organize and summarize sources using Refworks; produce APA formatted bibliographies using Refworks;
- Work cooperatively and collaboratively with peers in brainstorming topics, sharing information on sources, clarifying ideas, and providing substantive feedback on assignments and drafts;
- Reflect on their own histories and personal styles as writers in order to become aware of effective strategies for academic writing;
- Correctly employ APA style in the formatting of the paper, as well with in-text citations and references; include at least 18-20 scholarly sources in the paper;

- Demonstrate coherence and cohesion in the organization of their ideas and show an excellent command of language mechanics, including but not limited to sentence structure, word choice, and grammar;
- Show a clear understanding of audience through the use of an academic writing style/tone directed towards researchers and/or professionals in field of education;
- Understand intellectual property and what constitutes plagiarism; demonstrate academic integrity with their writing;
- Become familiar with the UTEP library and skilled at putting its multiple resources to use.

Course Readings

Required books:

- Galvan, J.L. (2006). *Writing literature reviews: A guide for students of the social and behavioral sciences*. Glendale, CA: Pyczak Publishing. ISBN: 1884585868 (any edition)
- Graff, G. and Birkenstein, C. (2007). *They say/I say: The moves that matter in academic writing*. New York: W.W. Norton. ISBN: 0393924092 or 039393361X (any edition)
- Richards, J.C. & Miller, S.K. (2005). *Doing academic writing in education: Connecting the personal and the professional*. Mahwah, NJ: Lawrence Erlbaum Associates, Inc. ISBN: 0805848401

Recommended books:

- American Psychological Association (2009). *Publication manual of the American Psychological Association* (6th Ed.) Washington, D.C.: American Psychological Association. ISBN: 1433805618 [Note: It is important to have the 6th edition; the older editions are out-dated.]

These books can be purchased at the university bookstore or through online venues such as bookfinder.com.

Course Requirements

Successful completion of this course will be based on several key elements:

Class assignments (26 points)

Paper proposal & annotated bibliography (8 points)

Drafts of paper (10 points)

Peer review (6 points)

Final research paper (50 points) – details included below and in Blackboard; scholarly paper rubric can also be found in Blackboard

Late Assignments

Assignments that are submitted after their due date will receive a grade deduction. Assignments that are submitted a week past their due date will not be accepted and students will not receive credit for them.

Assessment of Student Learning Outcomes:

	Student Learning Outcome	Activities and Assessments
(1)	Produce a 10-15-page thesis-driven literature review paper on a current and compelling educational topic chosen by the student.	*Assignment 14.1 - Final draft of paper, graded according to the “TED 5304 Scholarly Paper Rubric” (see appendix)
(2)	Construct a solid, well-grounded academic	*Assignments 3.1; 8.1; 10.2; 14.1

	argument that is sufficiently supported by evidence from the research literature.	
(3)	Develop clear and concise summaries and syntheses of the research literature.	*Assignments 2.1; 5.1; 8.1; 10.2; 14.1
(4)	Be able to use tools for online literature research, including library databases; to evaluate the credibility of sources; and to distinguish between scholarly sources and popular sources.	*Assignments 4.1; 4.2; 5.1; 8.1; 10.2; 14.1
(5)	Organize and summarize sources using Refworks; produce APA formatted bibliographies using Refworks.	*Assignments 5.1; 5.2; 14.2
(6)	Work cooperatively and collaboratively with peers in brainstorming topics, sharing information on sources, clarifying ideas, and providing substantive feedback on assignments and drafts.	*Assignments 2.2; 5.2; 6.2; 12.1
(7)	Reflect on their own histories and personal styles as writers in order to become aware of effective strategies for academic writing.	*Assignments 1.1; 7.2; 10.1; 16.1
(8)	Correctly employ APA style in the formatting of the paper, as well with in-text citations and references; include at least 18-20 scholarly sources in the paper.	*Assignments 6.1; 8.1; 10.2; 14.1
(8)	Demonstrate coherence and cohesion in the organization of their ideas and show an excellent command of language mechanics, including but not limited to sentence structure, word choice, and grammar.	*Assignments 6.1; 8.1; 10.2; 14.1
(9)	Show a clear understanding of audience through the use of an academic style/ tone directed towards researchers and professionals in the field of education.	*Assignments 6.1; 8.1; 10.2; 14.1
(10)	Understand intellectual property and what constitutes plagiarism; demonstrate academic integrity with their writing.	*Assignments 5.1; 5.2; 7.1; 10.2; 11.2; 14.1
(11)	Become familiar with the UTEP library and skilled at putting its multiple resources to use.	*Assignments 5.1; 5.2; 7.1; 10.2; 11.2; 14.1

Grading

- A 90-100 points
- B 80-89 points
- C 70-79 points
- D 60-69 points
- F Below 59 points

Communication Plan

Online courses offer excellent opportunities for collaboration and peer learning. I highly recommend that you engage in ongoing communication with your peers via your Writing Groups as well as the full-class

discussion board, above and beyond the instances where I prompt (or require) you to do so. You are in the position to support one another and help each other through this process, and building a strong writing community with one another is one of the most valuable experiences that can emerge from your participation in this course.

Strong literature reviews develop through extensive research on a subject. In order to support you as you search library databases for research on your subject, you are encouraged and required to communicate via Blackboard with the librarian that has been embedded in this course.

In this course, you will also receive ongoing feedback on your writing as you go through the various stages of research and paper development. In addition to your final draft, there are certain assignments that you can expect to receive feedback on; they include:

- Summary of Morrison et al. (2008) article (due Week 2)
- Draft of topic brainstorming and thesis statement (due Week 4)
- Paper proposal and annotated bibliography (due Week 5)
- Draft of paper (see below)

Feedback on these assignments will generally be returned within one week after the due date.

I will also provide extensive feedback on one draft of your paper. You can decide which draft you would like me to review; it could be an earlier draft or a later revision. The window for my review of drafts will be **March 8 – April 11**. If you would like feedback from me on your draft, you need to email me your draft during that time period; I will plan to return the draft to you within one week (barring a large backlog of drafts). If you do not email me your draft during this window, I will not provide feedback on your draft and you will only receive feedback on the final paper. I recommend not waiting until April 11th to send your draft, as it might get backlogged with other drafts.

Attendance Policy

Because this is a hybrid course with limited face-to-face meetings, absences for any reason are discouraged. If extenuating circumstances make it necessary for you to miss a class, arrive late, or leave early, please let the instructor know ahead of time; excessive absences (missing more than 15% of face-to-face class time) could result in your being dropped from the course.

Disability Policy

If you have or believe you have a disability, you may wish to self-identify. You can do so by providing documentation to the Office of Disabled Student Services located in Union E Room 203. Students who have been designated as disabled must reactivate their standing with the Office of Disabled Student Services on a yearly basis. Failure to report to this office will place a student on the inactive list and nullify benefits received. If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the director of Disabled Student Services. You may call 747-5148 for general information about the Americans with Disabilities Act (ADA).

Standards of Academic Integrity

Students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to

all graduates of UTEP. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the Office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal among others.

Cheating may involve:

- Copying from or providing information to another student.
- Possessing unauthorized materials during a test.
- Falsifying research data on laboratory reports.

Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.

Collusion involves:

- Collaborating with another person to complete an assignment without the professor's permission.
- Committing any academically dishonest act.

The following are just a few reminders of things that you should be aware of:

- Any time you use material or **ideas** from any source – including journals/books, colleagues, websites, course materials – you must identify the source.
- Turning in even part of a paper that was used in another course is considered plagiarism, unless you have permission from both instructors.
- If you paraphrase or summarize a source, you must cite it.
- Collaboration means a group of people come together and devise a plan. Copying is taking someone else's words and using them in a way that is very similar or identical to way the originator used them. Copying is cheating.
- I would rather you stumble through and submit your honest work with all its imperfections than to copy the work or ideas of another without properly citing them.

Course Schedule

Week 1	Face-to-Face Session #1 – January 19	Readings and Assignments
1/19-1/25	Introduction to the course Exploring our writing histories	1/25: 1.1- <i>Journal #1: Post autobiographical sketch to writing group discussion board by midnight (2 pts).</i>
Week 2	Face-to-Face Session #2 – January 26	
1/26-2/1	Introduction to library databases and RefWorks What is a literature review? Popular versus scholarly texts Writing a good summary	Graff and Birkenstein, Introduction & Ch 1 Richards and Miller, Ch 1-2 Galvan, Ch 1-2

	<u>Support Materials</u> Literature Reviews: An Overview for Graduate Students How to Identify Scholarly Journal Articles Introduction to Online databases Scholarly Articles How to Create a Refworks Account How to Create Folders in Refworks	1/29: 2.1 - <i>Post summary of Morrison et al. (2008) article to Writing Group (WG) by midnight (3 pts).</i> 2/1: <i>Create a RefWorks account</i> 2/1: 2.2 - <i>Post feedback to two WG members' summaries; please comment on the organization and presentation of their summary rather than the content itself (i.e. what was done well, what could have been better) (1 pt).</i>
Week 3	Face-to-Face Session #3 – February 2	
2/2-2/8	Reading and note-taking Evaluating source credibility Tour of UTEP library Workshop with UTEP librarian Sebastian Diaz on searching the library databases <u>Support Materials</u> Getting Reading to Use the Library Search Strategies for Finding Articles Finding Full-Text Articles How to Find a Specific Article Evaluating Web Resources	Graff and Birkenstein, Ch 2 Richards and Miller, Ch 3 Galvan, Ch 3-4 2/5: 3.1 <i>Post online search exercise to the full-class discussion board by midnight (1 pt).</i>
Week 4	Face-to-Face Session #3 – February 9	
2/9-2/15	Generating a topic for your paper Developing a thesis statement What is a good synthesis? <u>Support Materials</u> Synthesis Writing Academic Writing Developing a Research Question Keyword Searching in Databases	Galvan, Ch 7-8 2/10: 4.1 - <i>Post draft of topic, research question, and thesis statement to WG by midnight (2 pts).</i> 2/12: 4.2 – <i>Read the Au and Nichols & Berliner articles and write a synthesis of it in one solid paragraph by midnight (3 pts).</i> 2/15: 4.3 - <i>Post feedback on the syntheses of two of your WG members; please comment on the organization and presentation of their syntheses rather than the content itself (i.e. what was done well, what could have been better) (1 pt).</i>
Week 5	ONLINE – February 16	
2/16-2/22	Steps for research paper (OWL)	Richards and Miller, Ch 4

	Developing a paper proposal/prospectus Creating an annotated bibliography	2/17: 5.1 – <i>Submit an annotated bibliography of 8-10 sources that will be included in your paper proposal to WG by midnight (3 pts).</i> 2/22: 5.2 - <i>Paper proposal with annotated reference list with 8-10 sources due to WG by midnight (5 pts).</i>
Week 6	Face-to-Face Session #4 – February 23	
2/23-2/29	Pre-writing strategies (outline, concept map) Organizing an argument Quoting, summarizing, and paraphrasing Workshop on Understanding and Avoiding Plagiarism <u>Support Materials</u> Concept Mapping Intellectual Property	Graff and Birkenstein, Ch 3 Galvan, Ch 9 2/25: 6.1 – <i>Post an outline of your paper based on your thesis statement and supporting research to WG by midnight (2 pts).</i> 2/29: 6.2- <i>Journal #2: Post response to “What kind of writer are you?” (based on Richards and Miller, pp. 15-20) to WG by midnight (2 pts).</i>
Week 7	ONLINE – March 1	
3/1-3/7	Writing good titles Constructing solid introductions and conclusions Checking for APA style <u>Support Materials</u> Bibliographic Citations	Graff and Birkenstein, Ch 4-7 Richards and Miller, Ch 5 3/7: 7.1 - <i>Draft #1 due to WG by midnight (see discussion thread for Draft #1 requirements) (4 pts).</i>
Spring Break March 7-11		
Week 8	ONLINE – March 15	
3/15-3/21	Doing peer review Using online review functions	3/21: 8.1 – <i>Read and respond to two WG members' drafts using the "Peer Review" guidelines and checklist provided in Blackboard. You should provide in-depth comments and feedback on organization and content, as well as help with editing/mechanics. Peer reviews should be submitted by midnight (both checklist and draft with comments) (3 pts).</i>
Week 9	Face-to-Face Session #5 – March 22	
3/22-3/28	Coherence/cohesion Improving organization: Using a reverse outline	Richards and Miller, Ch 6

	Developing your argument <u>Support Materials</u> Topic Sentences and Signposting *Bring 2 copies of your draft to class on 3/22*	** Bring 2 copies of your draft to class on 3/22**
Week 10	ONLINE – March 29	
3/29-4/4	Refining your argument Adding supporting research <u>Support Materials</u> Concept Mapping: How to Start your Term Paper Research	3/29: 10.1 – <i>Journal #3: Post a Progress Update to your WG by midnight (2 pts).</i> 4/4: 10.2 - Draft #2 due to WG by midnight (3 pts).
Week 11	Face-to-Face Session #6 – April 5	
4/5-4/11	Writing Workshop Follow-up workshop with UTEP librarian Sebastian Diaz on identifying key terms to search library databases & troubleshooting search difficulties *Bring 2 hard copies of Draft #2 to class on 4/5*	**Bring 2 hard copies of Draft #2 to class on 4/5** 4/11: 11.1 - Draft #3 due to WG by midnight (3 pts).
Week 12	ONLINE – April 12	
4/12-4/18	Checking for plagiarism Proofreading Online peer review	4/12: <i>Submit your draft to Turnitin.com by midnight (see email for instructions) (2 pts)</i> 4/15: <i>Read and respond to two (2) WG members' drafts using the "Peer Review" guidelines and checklist provided. You should provide in-depth comments and feedback on organization and content, as well as help with editing/mechanics. Due by midnight (3 pts).</i> 4/12-4/18: <i>Use online communication to support one another in the final stretch of this project; be sure to provide feedback that is useful and constructive, as well as positive words of encouragement.</i>
Week 13	Face-to-Face Session #7 – April 19	
4/19-4/25	APA Workshop <u>External Link</u> Active Voice vs. Passive Voice	<i>Attend the UTEP Writing Center for additional suggestions on your paper.</i>

		<i>Use the scholarly paper rubric to make sure your paper contains all necessary elements. Revise accordingly.</i>
Week 14	ONLINE – April 26	
4/26-5/2	Final draft	5/2: 14.1 Final draft due (50 pts).
Week 15	ONLINE – May 3	
5/3-5/9	Final reflections	<i>5/5: 16.1 - Journal #4 – Post your final thoughts and reflections on the writing process over the course of the semester to the full-class discussion board by midnight (5 pts).</i>

**** Syllabus is subject to change****

Appendix: TED 5304: Evaluation Criteria for Scholarly Paper

Criterion	Acceptable for Submission as Scholarly Paper	Revise and Resubmit (Minor Revision Required)	Revise and Resubmit (Major Revision Required)	Reject
Understanding of Audience	The paper is directed toward scholars and/or professionals in the field of education.	The paper is generally directed toward scholars or professionals, but some material or aspects of tone/style are inappropriate for this audience.	The paper has a focused audience, but choice of material, tone, or style indicate an audience that are not scholars or professionals.	The paper does not have a focused audience.
Foundation of Knowledge	Paper demonstrates a professional command of the subject matter.	Paper demonstrates above average command of subject matter.	Paper demonstrates some general understanding of the subject matter.	Paper explains some concepts, but overlooks critical details.
	The scholarly conversation about the topic is analyzed and synthesized; paper shows how ideas are related.	Analysis, synthesis, or relationships among ideas are explored, but not as fully as they could be.	Analysis, synthesis, or relationships among ideas are only superficially explored.	Analysis, synthesis, or relationships among ideas are not provided.
Organization of Ideas	Introduction establishes the topic's importance, identifies the research question or theme, and establishes a thesis.	Introduction is missing one of the elements discussed in the "Acceptable for Publication" column.	Introduction is missing two of the elements discussed in the "Acceptable for Publication" column.	Introduction does not establish importance, identify focus of the paper, or establish a thesis.
	Major sections of body follow a logical sequence; organization within sections is logical and consistent. If section headings are used, they are clear and logically placed.	Major sections of body generally follow a logical sequence; organization within sections is basically logical, but may have some inconsistencies. If section headings are used, they are clear and logically placed.	Body of paper is not structured in a logical sequence, or not all sections or paragraphs follow a logical order. If section headings are used, they are vague and/or illogical.	The logical structure of the body of the paper is unclear or relies only on simple narrative; organization between paragraphs is difficult to determine. If section headings are used, they are vague and/or, illogical.
	Transitions between and within sections are effective.	Transitions are generally, but not always, effective.	Transitions are mostly ineffective.	Transitions are missing or are ineffective.
	Conclusion (or closing section) reiterates the main points, reiterates the thesis, and discusses implications for practice or future research.	Conclusion (or closing section) is missing one of the elements discussed in the "Acceptable for Publication" column.	Conclusion (or closing section) is missing two of the elements discussed in the "Acceptable for Publication" column.	Conclusion (or closing section) does not reiterate main points, reiterate thesis, or discuss implications of the research.

Research Skill & Development of Argument	Literature review provides a professional and comprehensive synthesis of a complex body of information.	Literature review provides fairly strong synthesis of information; a few sources may seem inappropriate or unrelated; some opportunities to connect ideas across sources are not taken.	Literature review provides little or inadequate synthesis of information; sources are largely unrelated or inappropriate; or connections across sources are not made.	Literature review fails to provide adequate synthesis of information; sources are generally inappropriate or merely listed.
	Thesis makes a clear, strong, arguable claim that is clearly articulated, synthesizes research, and draws specific conclusions about the current scholarly conversation related to it.	Thesis makes a claim that could be stronger, more arguable, or more clearly articulated. The claim synthesizes research and draws general conclusions about it, but the body takes a few tangents.	Thesis does not make a strong, arguable, clearly articulated claim that synthesizes the research. Thesis is not fully supported by evidence and/or does not draw specific conclusions.	Thesis is difficult or impossible to identify or understand, is not supported by research, or is inappropriate in scope and direction.
	Evidence supports every claim made in the paper.	Evidence supports most claims made in the paper.	Evidence supports only some claims made in the paper.	Claims are offered without evidence.
	The review incorporates	The review incorporates at	The review incorporates	The review incorporates

	more than the minimum number of sources required; it uses a variety of reliable resources.	least the minimum number of sources required; it reflects the use of a smaller variety of resources, but most are reliable.	fewer than the minimum number of sources required; it depends too few types of resources, or uses too many unreliable sources.	much fewer than the minimum number of sources required, depends on one or two types of resource, or most of the resources used are unreliable.
Writing Skill	Paper demonstrates an excellent command of grammar, spelling, and mechanics and is free of distracting errors.	Paper demonstrates a good command of grammar, spelling, and mechanics and has only a few distracting errors.	Paper demonstrates a fair command of grammar, spelling, and mechanics, but has consistent patterns of error that should be addressed.	Paper has serious and consistent patterns of error in grammar, spelling, and mechanics that must be addressed.
	Writing style is clear and concise; sentence structure is varied; tone is consistent and appropriately professional/scholarly.	Writing style is generally clear and concise, but could benefit from further revision. Sentence structure could be more varied. Tone is generally consistent and professional/scholarly.	Writing style is generally understandable but wordy or under-explained. Sentence structure is noticeably repetitive. Tone is uneven or too conversational.	Writing style is very hard to understand in most of the text. Tone is uneven, inappropriate, excessively conversational, or unprofessional.
	Word use is appropriate and accurate.	Word use is generally appropriate and accurate. May have a few misused words.	There are frequent, noticeable errors or inappropriate uses of words.	There are frequent, noticeable errors or inappropriate uses of words.
	Paper has been thoroughly proofread and contains no errors.	Paper has only minor proofreading errors.	Paper has major proofreading errors.	Paper has major proofreading errors.
Citations & References	Reference list and in-text citations follow APA format.	Reference list and in-text citations follow APA format, but there are a few minor errors.	Reference list and in-text citations follow APA format, but there are many minor errors or a few serious errors.	Reference list and in-text citations do not follow APA format.
	Reference list provides bibliographic information for every source mentioned in the paper. All listed sources are cited within the text, and all cited sources are listed in the reference list.	Reference list provides bibliographic information for almost every source mentioned in the paper. One source may be missing from either the reference list or the in-text citations.	Reference list is missing bibliographic information for some sources mentioned in the paper. More than one source may be missing from either the reference list or the in-text citations.	Reference list is missing bibliographic information for many sources mentioned in the paper. Sources not cited in the paper are present in the reference list, or sources cited in the paper are not listed in the reference list .
	In-text citations clearly and accurately identify every author whose ideas are referred to, discussed, summarized, paraphrased, or quoted.	In-text citations identify every author whose ideas are referred to, discussed, summarized, paraphrased, or quoted. One or two citations are vague or inaccurate.	In-text citations are present, but many are unclear, misplaced, or missing.	In-text citations are generally inconsistent, unclear, misplaced, or missing.
APA Style	Title page and any section headings follow APA format.	Title page and any section headings follow APA format, but have some errors.	Title page and any section headings do not follow APA format, or have many obvious errors.	Title page is missing or lacks key elements of APA style. Any section headings used do not follow APA format.
	An abstract of 100-150 words summarizes the purpose, major claims, and findings of the paper.	The abstract is slightly shorter or longer than recommended. Abstract may not mention one of the three elements discussed in the "Acceptable for Submission" column.	The abstract is much shorter or longer than recommended. Abstract may not mention two of the three elements discussed in the "Acceptable for Submission" column.	The abstract is missing or does not mention the three elements discussed in the "Acceptable for Submission" column.

Sources: APUS, <http://edweb.sdsu.edu/Courses/Ed690DR/grading/literaturereviewrubrique.html>, UTEP Teacher Education scholarly paper requirements.