

English 5374: Methods of Bibliographic and Research Analysis

Fall 2017

ONLINE

Texas A&M University - Central Texas

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Office Hours: M/W 1:00 – 2:00 PM and T/R 2:00 – 3:00 PM; other times may be available by appointment

UNILERT (The Emergency Warning System for Texas A&M University–Central Texas)

UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in UNILERT through their myCT email account. Connect at www.TAMUCT.edu/UNILERT to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.

COURSE OVERVIEW AND DESCRIPTION

Official Catalog Description

An introduction to methods of research and effective utilization of library resources. May include analytical bibliography, enumerative bibliography, and textual criticism.

Dr. Kirchoff's Description

This course aims to illuminate the plural nature of scholarly research through a close examination of research methods common to English and Interdisciplinary Studies. To that end, throughout the semester, you will be asked to think about what kinds of research you privilege—and why—and what methods you believe to yield the most valuable insights. Concurrently, this course challenges you to begin thinking about yourself as a scholar and, to that end, articulating a scholarly identity and research agenda. Moreover, the end of the class will invite you to identify journals—or begin to learn how to identify journals—that are suitable fits for your preferred method of research.

LEARNING OBJECTIVES

By the end of this course, students should:

- Articulate your scholarly identity and research agenda
- Explain the differences between a variety of research methods common to English
- Understand how to utilize a range of research methods effectively
- Read and critique academic scholarship
- Identify how scholarly journals privilege different kinds of research

Accessing Course Material

As this course is 100% online, we will be making use of the TAMUCT Canvas system. To access course material, sign-in to <https://tamuct.instructure.com/login/ldap>. Enter your user-name and password, find our class, and you'll be ready to go.

Modules: Explaining Due Dates

This course fully embraces the online mode of delivery by allowing you a great deal of flexibility in how you work through course material. I've divided the class into three modules: "Thinking about scholarly identity," "Learning about research methods," and "Learning the field." Each module has various reading requirements, activities, and major projects associated with it. Each module, then, has a "set-in-stone" due-date for *all* the work (see below for specifics). There are no weekly due-dates, per se, allowing you to work at your own pace. That said, I do offer recommended timelines with each module, and if you're worried about time management, I do strongly encourage you to follow those timelines. Additionally, a requirement of this course—articulated a bit more fully below—is checking in on a weekly basis (via email, Skype, or some other means of communication) with Dr. Kirchoff to offer a status update. I can let you know, then, if you seem to be on track, working ahead of schedule, or behind schedule.

All the modules are available on our course website. However, I would not attempt to work on all three modules in the first three weeks of the semester; rather, try to use the due dates for each module as a guideline for when to work through each of them.

If you have any questions about this, please don't hesitate to ask.

Communicating with Dr. Kirchoff

As I note above, email is the best way to reach me. I typically check my email at least once a day, and will make a good faith effort to respond to email within 24 hours of my receipt of your message. If you would like to meet in person, I am available during office hours, and am often amenable to appointments outside my regular office hours. Should meeting in person not work and you would like to speak "in person," we can consider using Skype to video conference.

REQUIRED TEXTS

Research Methods for English Studies (2rd edition). Edited by Gabriele Griffin.
978-0748683437. Published by Edinburgh University Press.

Note: This text is available as an e-book through the TAMUCT library.

Secondary note: There will be other required readings throughout the semester, but they will be made available to students via Canvas or email.

COURSE REQUIREMENTS

Graded Work

Module One: Due September 15th (5:00 PM CST)

- Interview with scholar and Reflective Essay—10% of Final Grade

- Research Agenda—10% of Final Grade

Module Two: Due November 24th (5:00 PM CST)

- Chapter and Article Summaries—20% of Final Grade
- Activities—20% of Final Grade
- Annotated Bibliography and Reflective Essay—20% of Final Grade

Module Three: Due December 15th (1:00 PM CST)

- Annotated Bibliography and Summative Memo—10% of Final Grade
- Reflective Statement—10% of Final Grade

Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Grading Standards

As a graduate level class, there is an expectation for high quality work with each project. “High quality,” in this case, means work that is thoughtful, detailed, coherent, and relatively error-free. It should demonstrate critical thinking, genuine engagement with the material, and overall thoroughness. Moreover, it should go without saying that all of the projects should respond to the criteria laid out in the assignment sheet. Projects that fall short of the aforementioned criteria will not earn an A.

“A” work, then, is work that thoughtfully interacts with the course material in a thorough, detailed, and coherent manner. The organization of the project is logical and rhetorical in nature, and the development ideas is second-to-none. For all intents and purposes, it is akin to “publishable” work—that is, work that with revision, would be suitable for publication in a scholarly journal.

“B” work is still strong, high quality work, but may fall short in any of these categories: thoughtfulness, level of detail, coherence, editing, critical thinking, engagement with course material, and thoroughness.

“C” work may miss the mark in several of the following categories: thoughtfulness, level of detail, coherence, editing, critical thinking, engagement with course material, and thoroughness.

I do not anticipate any work below a C in this course. However, work that fails to meet the minimum requirements outlined in the project assignment sheet will earn a grade of “D” or lower.

Course Policies

Respect for people's ideas, thoughts, and questions are paramount to your success in this class. My goal is for everyone to feel welcome and comfortable in this class, so please treat everyone in a courteous manner. This should be a friendly, positive (online) environment open to discussion and feedback. Bear in mind, though, that disrespect—towards peers or to the instructor—will not be tolerated in any form.

Email is a great tool for communication. However, I ask that when you send me an email to use a proper salutation (e.g. Hi Dr. Kirchoff), complete sentences, and identifying information. This is a matter of common courtesy. As I mention above, I will make a good faith effort in responding to email queries within 24 hours.

Late Assignments are not accepted unless prior arrangements have been made. This is a non-negotiable policy; however, if you have questions or are worried about completing an assignment on time, talk to me well before the due date and we can come up with a plan of action. Note: "well before the due date" does not mean 24 hours before the assignment is due. I generally like to hold these sorts of conferences a week ahead of the due date. If someone contacts me 24 hours before a project is due, my response may not be very favorable. This policy extends to daily/weekly work as well.

Plagiarism occurs when one person presents another person's words or ideas as her/his own. It is a serious offense that will result in an F for the course. Please see me if you have any questions concerning plagiarism.

PROGRAMMATIC ASSESSMENT

To ensure the learning outcomes are met in the English Department, there is a program-wide artifact collection process. To that end, some of the projects you complete for ENGL 5374 this semester may be used for programmatic assessment. Please note that all efforts will be made to keep your identity anonymous; as such, all identifying markers will be removed from your work if used for programmatic assessment. If you have any questions or concerns, please contact Dr. Kirchoff.

COURSE OUTLINE AND CALENDAR

Note: All assignment sheets are on our course website. Please see the assignment sheet for individual modules for specifics regarding assignments and expectations. If you have questions, please do not hesitate to ask.

Module One: Thinking About Your Research and Scholarly Identity
August 25th thru September 15th

Module Two: Becoming Familiar with Research Methods
September 15th thru November 24th

Module Three: Learning the Field
November 24th thru December 15th

COPYRIGHT NOTICE

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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TECHNOLOGY REQUIREMENTS AND SUPPORT

- Students are encouraged to save work to multiple locations (e.g. computer hard-drive and thumb drive); papers lost due to technological issues will not be a sufficient excuse for failing to turn in work.

Technology Support

For technology issues, students should contact Help Desk Central.

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Drop Policy

If you discover that you need to drop this class, you must go to the Registrar's Office and complete a drop request form.

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled.

If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to

preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Access & Inclusion

At Texas A&M-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit <http://www.tamuct.edu/departments/access-inclusion>.

Tutoring

Tutoring is available to all TAMUCT students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at k.wood@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. To access Tutor.com, go to the 'My Courses' tab in Blackboard.

University Writing Center

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the

writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit <https://tamuct.libguides.com/>