

Dr. Dean Taciuch  
Office: Robinson A 407C (enter through Rob A405)  
Office Hours: Tuesday, 10:30-12:30  
Email: [dtaciuch@gmu.edu](mailto:dtaciuch@gmu.edu)

**English 302: BB1 & BB2**  
George Mason University  
Summer B 2011

### **Course Description**

English 302 is an Advanced Composition course. Although we will make use of technical formats (such as proposals and professional journal articles), the focus will be on conducting secondary research, organizing the results of the research, and presenting your interpretations of your findings to appropriate audiences.

Sections BB1 and BB2 are online sections and have no physical meetings. The course materials are available on GMU's BlackBoard system.

### **Learning goals and Objectives**

English 302 focuses on the research process. In this course, you will be conducting secondary research by reading, analyzing, and synthesizing the writings of others, forming your own opinions and recommendations (a working thesis), then gathering more information via research to support or modify that opinion into a final thesis.

You will make use of the GMU Library's databases to conduct a survey and review of the available literature on a topic related to your interests. You will need to develop a research plan to identify open questions about your topic. The goal of the research paper is to attempt to answer to those questions.

Most of the assignments in this course are related to the research paper, including a research proposal, an Annotated Bibliography, a Literature Review, a Peer Review, and the final paper. In addition, there are several smaller assignments and exercises designed to develop specific skills necessary for the research paper.

By the end of the course, your writing styles should be more polished, and you should have familiarity with business research conventions as well as research skills.

## **Textbook**

Alred, Brusaw, and Oliu. The Business Writer's Companion (6th edition spiral-bound). ISBN-13: 978-0-312-60963-4.

## **Online**

Research and Documentation Online 5th edition

<http://bcs.bedfordstmartins.com/resdoc5e/>

TED Talks

Alex Tabarrok on [How Ideas Trump Crises](#)

Steven Johnson on [Where Good Ideas Come From](#)

Malcolm Gladwell on [Spaghetti Sauce](#)

Joseph Pine on [What Consumers Want](#)

## **Assignments**

All assignments will be submitted via BlackBoard. In the event of a problem with BlackBoard, I will accept assignments via email.

Summary: 10%

Wikipedia exercise: 5%

Research Proposal: 10%

Source Evaluation exercise: 5%

Annotated Bibliography: 10%

Literature Review: 20%

Editing Exercises: 5%

Peer Review: 5%

Final paper: 20%

Online Discussions: 10%

## **Grading Policies**

Grades on the essays will be based primarily on the quality of the writing. I value clear, focused writing with plenty of examples. The audience for the essays will be the class itself, and I expect the papers to be written with this audience in mind.

Grades on the annotated bibliography will be based primarily on your evaluations of the sources and secondarily on the citations themselves.

Each assignment will be graded according to the point value posted in BlackBoard; an assignment worth 10% of the final grade will be worth 10 points, a 5% exercise will be worth 5 points. At the end of the course, I will simply add up your points and convert that to a letter grade according to the following scale:

A+ (98)	B+ (88)	C+ (78)	D (65)
A (95)	B (85)	C (75)	F (below 60)
A- (90)	B- (80)	C- (70)	

The discussions posts will not be graded individually, but your participation in the discussions will receive an overall grade. I expect everyone to comment at least once per discussion forum.

A note on final grading: You must earn a grade of C or better in this course to receive credit for it and to fulfill this portion of the English composition requirement in General Education. A grade of C- or below will not be sufficient to receive Gen. Ed. credit for this course.

### **Late Assignments**

Although we have no set meeting times, we will have set due dates. Unless otherwise stated, all assignments will be due on Fridays by 5:00 pm.

Unless you make prior arrangements with me, late assignments will lose one letter grade per day. The lost grades cannot be made up by revision.

### **Revisions**

Most assignments may be revised for a higher grade, but they must be substantially revised. You cannot lose a grade by revising, but a higher grade is not guaranteed. I have found that B papers (or higher) are often more difficult to revise, since serious revision requires thoroughly changing the essay's structure, and B papers usually have a fairly good structure. C papers (or lower) often respond more dramatically to revision, since the major changes they require are often more straightforward. I recommend revising C papers or lower only. If you plan to revise a B paper, please contact me beforehand so we can discuss a revision strategy.

All revisions must be submitted within one week of receiving a grade on the assignment. The final deadline for revisions is July 22 (*note: this leaves very little time to revise the Literature Review. The Literature Review will become part of the final paper, so any revision of the Literature Review should be put into the final paper*).

### **Honor Code and Plagiarism:**

George Mason University has an Honor Code, which requires all members of this community to maintain the highest standards of academic honesty and integrity. Cheating, plagiarism, lying, and stealing are all prohibited. See <http://honorcode.gmu.edu> for more detailed information.

I consider the unacknowledged use of source materials to be plagiarism. Improper citations must be corrected, but improper citations alone will not get you sent to the Honor Committee.

### **Other Course Policies**

**Disability Statement:** If you are a student with a disability and you need academic accommodations, please contact the Office of Disability Resources at 703.993.2474. All academic accommodations must be arranged through that office.

**Enrollment Policies and Dates:** Verify your enrollment in the class by checking PatriotWeb or Blackboard's online roster. Schedule adjustments should be made by the deadlines published in the Schedule of Classes:

    Last Day to Add / Drop with no tuition penalty: June 10

    Last Day to Drop (full tuition penalty): July 18

After the last day to drop a class, withdrawing from this class requires the approval of the dean and is only allowed for nonacademic reasons.

Undergraduate students may choose to exercise a selective withdrawal. See the Schedule of Classes for selective withdrawal procedures.

## Schedule

Week 1: June 6-10

BWC Five Steps to Successful Writing (xxix-xxxvi), Section 1: The Writing Process (2-38)

Discussion Post 1

**Wikipedia exercise due June 10**

Week 2: June 13-17

BWC Paraphrasing (86-87), Abstracts (127-129), Executive Summaries (129-130)

TED Talks: Alex Tabarrok on [How Ideas Trump Crises](#)

Steven Johnson on [Where Good Ideas Come From](#)

Discussion Post 2

**Summary assignment due June 17**

Week 3: June 20-24

BWC Proposals (105-118)

TED Talks: Malcolm Gladwell on [Spaghetti Sauce](#)

Joseph Pine on [What Consumers Want](#)

Discussion Post 3

**Research Proposal Due June 24**

Week 4: June 27-July 1

BWC section 3: Research and Documentation (66-98)

Discussion Post 4

**Source Evaluation exercise (Wikipedia sources)**

Week 5: July 5-8

Research and Documentation Online 5th edition

<http://bcs.bedfordstmartins.com/resdoc5e/>

**Annotated Bibliography due July 8**

Week 6: July 11-15

BWC Section 5: Formal Reports (130-153)

UNC Literature Review handout

Discussion Post 5

**Literature Review due July 15**

Week 7: July 18-22

BWC section 10: Style and Clarity (265-295), Commas and Comma Splices (366-374)

**Editing exercises (Sentence style & Wikipedia edit) due July 22**

Week 8: July 25-28

**Peer Review due July 26**

**Final papers due July 28**