

**ENGLISH 489 ONLINE: SENIOR COLLOQUIUM**  
**SPRING, 2016**  
**\*\*\*\*SUBJECT TO ADDITIONS AND CHANGES\*\*\*\***

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Please contact me via my Outlook e-mail (sdunning@cwu.edu) from your Outlook e-mail (not Canvas OR your personal, non-university non-Outlook e-mail) with any course- or assignment-related questions. I am generally very quick to respond to e-mail. However, if you don't hear from me within 24 hours, I expect that you will e-mail me again.

I require CWU-only e-mail because it is verified to belong to the student only, and because it helps to ensure confidentiality on both ends of the exchange. It is also more efficient for me when it comes to contacting you as your CWU e-mails are built-in to the My CWU system. I prefer Outlook over Canvas messages because my correspondences with students are much easier for me to keep track of and organize and to not "miss" via Outlook than they are via Canvas.

### **OVERVIEW OF COURSE DESIGN**

The Senior Colloquium is a capstone course designed to help you reflect on the written work you have done in your program and to revise the best of that written work for inclusion in a portfolio. More specifically, "The purpose of the portfolio is to document the range and quality of your reading and writing skills and experiences. The portfolio should illustrate that you have acquired a variety of strategies for interpreting texts, have developed skills which enable you to articulate those interpretations clearly and responsibly, and have acquired a knowledge and control of the language which enables you to compose various forms of discourse effectively" (*Department of English Handbook for Majors and Minors*). In addition to helping you revise your own work, the course also provides an opportunity to gain experience discussion, evaluating, and editing work by your peers.

#### *Basic Requirements*

- Compile and revise a portfolio of representative work.
- Evaluate responsibly the work of peers.
- Achieve a passing grade or higher on a grammar test (80 percent accuracy is the goal) for basic errors in usage, spelling and mechanics.
- Submit your major program portfolio for evaluation.
- Complete a survey evaluating your major program for use by the department in planning and program review.

- Participate with other class members in a course evaluation interview with the English Department chair and/or a member of the Undergraduate Committee via email.
- Participate in class sessions on Discussions and other Canvas venues. Your grade of “satisfactory” is seriously in danger if you miss any assignments during the quarter.

Passing the course requires that you fulfill the above responsibilities. Your portfolio will be printed and bound if it is evaluated as “Acceptable,” a “4” according to the criteria in the rubric. I may consult other professors in making this evaluation. Even if your portfolio is finally not accepted for printing and binding, you will still pass the course if you have fulfilled the requirements listed above.

All assignments will be given and completed in a 7-day week period beginning each Monday morning and ending each Sunday evening. Week One, however, begins Tuesday, March 29th. Each week, you will find the week’s assignments under the respective week's module. These assignments include revising papers, writing workshops, discussions, and grammar tests. To receive full credit on your assignments, it is very important that you complete the assignments on time. Late work will not be accepted. *If you do not complete a specific week's assignment/s within the time parameters, you will not have the opportunity to go back and make up that work.*

**KEY RULE OF THUMB: MOST ASSIGNMENTS ARE DUE ON WEDNESDAY NIGHTS AND SUNDAY NIGHTS!!!!!! PLEASE CHECK THE SYLLABUS AND WEEKLY INSTRUCTIONS.**

### **HOW TO SURVIVE IN THE VIRTUAL CLASSROOM AND ENHANCE YOUR LEARNING EXPERIENCE**

While Internet courses allow a lot of flexibility, they also require a lot of self-discipline. I strongly suggest that you plan on putting aside a set time each day to work on the course. This is the best way to keep up and do well in the course. Please manage your time well and commit sufficient hours to the completion of assignments. Otherwise, you are liable to experience difficulties and frustrations. I would advise you to come up with a schedule and work plan that works best for you before the class starts and then stick to the plan, so as to not fall behind in completing assignments.

If you are a student who also works full time, which is something many students do at all levels of education and all across the world, it might be extra important that you look ahead at when assignments are due and customize your schedule so as not to interfere with your other obligations. Along with many of your classmates, I empathize with your busy schedule. However, having a busy schedule outside of school is often a given, especially with those who opt for online learning, and is therefore not an excuse for lack of participation and dedication to completing course work.

Remember, late work will not be accepted.

If you are unfamiliar with Canvas it may take the first week or two to get the accustomed to it, but it is designed to be user-friendly for those who are not technologically inclined. My suggestion is that you spend some time viewing the different modules and links and familiarize yourself with the layout of this course. If students are having technological difficulties, it is best to ask for support right away.

## **BASIC COURSE REQUIREMENTS**

See information below regarding the types of assignments in the course:

### *Papers*

You will need to locate and have available in electronic format three papers representative of your work as an English Major. The selection of these papers will be one of your first assignments in the course. If you have hard copies, please get them scanned (so you can share the scanned file). You will receive further details in your weekly instructions.

### *Posting Peer Reviews and Group Discussions*

On most Tuesdays and Sundays of each week, you will to have revisions and assignments due and/or will be assigned to read and comment on papers written by other students. Please check the weekly instructions for further details. See also "[Guidelines for Workshop.](#)"

### *Tests*

You will be taking one practice grammar test and one grammar test for a score. The standard goal for English Majors is 80% or higher.

### *Senior Survey*

This is given to all graduating English majors so that they can provide feedback about their experience as an English major. This survey is due before the end of the quarter and required before you receive a course grade.

### *Check-In with Professor*

Interaction with the instructor will be required every week to make up for the fact that you won't see me on a daily basis as you would in a real time classroom. For these assignments, you need to reflect on the week's projects. These assignments give you the opportunity to discuss the material with me, which would involve any comments or questions you may have. You can also use this forum to let me know how the class is going for you.

### *Final Portfolio*

The Final Portfolio requires **three** papers. **One** of the papers must be an analytical/interpretive paper on literature. The other **two** papers can be of the following types:

- Analytical/interpretive paper on literature

- Creative work (a short story, collection of poems, play or creative nonfiction) or a piece of technical writing
- Linguistics, grammar or history of the language paper

The papers must be appropriate to **two** different strands (you can consult the university catalog for help) and from **three different courses** taught by at least **two different professors**. For example, you could have two analytical papers (one from the Literature and History Strand and one from the Literature and Culture Strand) and a collection of poems (Writing Elective). Another example: you could have one analytical paper (Literary Forms); a paper from Linguistics (Required Courses), and a piece of Technical Writing from the Writing Strand. You have the option of including only analytical/interpretive papers in your portfolio as long as two of them relate to different strands.

**NOTE:** Because the English Department uses portfolios as an assessment tool, the three required papers must be **work done in your English Major** at CWU. You will want these papers to demonstrate your best writing from your English Department Major courses (papers from classes early in your major) are not be appropriate, i.e. ENG 263, ENG 302.

### **SUBMISSION REQUIREMENTS**

Important!!!! To avoid difficulty with transcription of different programs it is best that you save your papers as a Word .doc or .docx. Also make sure you save copies of your work. Each student needs to label her/his paper with their last name and name and number of assignment, e.g., Dunning Assignment #4.

*Assignments that are turned in without names and/or in a format that I cannot open will not be graded. Please follow the instructions I have provided here and in the assignment itself.*

### **SCHOLASTIC INTEGRITY**

It is very easy to tell when a student has plagiarized in this class. If I suspect that you have plagiarized, I will run your assignment through Turnitin, a plagiarism detection service (many assignments will be run through TurnItIn by default). If it appears that you have, indeed, plagiarized, you will, at the very minimum, receive an F in the course. I will also report the behavior to the Office of Student Rights and Responsibilities and the process outlined in the CWU Academic Dishonesty policy will be followed. The Academic Dishonesty Policy can be found here: <http://www.cwu.edu/resources-reports/cwup-5-90-0104-academic-dishonesty>.

If you have any questions about how to properly cite your work, contact me *before the assignment is due*. It's not plagiarism until you turn it in for credit. After you turn it in for credit, it doesn't matter whether you meant to do it or just "didn't understand" how to cite properly! If you didn't understand how to cite properly, it was your responsibility to ask for help.

Finally, it should go without saying that you must do your own work for this class. Plagiarism will not be tolerated.

### **DISRUPTIVE BEHAVIOR**

Behavior that is disruptive of class or disrespectful of other students will affect your performance and ultimately your grade. Please treat others in this class with respect and follow the guidelines of the student conduct code.

### **NETIQUETTE**

Below, you will find a list of some basic rules of Internet etiquette that you are expected to follow as a member of this learning community:

- Use common courtesy and good manners.
- Use proper grammar, sentence structure, and correct spelling.
- Adhere to the same standards as you would for written language.
- Remember who your audience is when posting to discussion boards, sending e-mails, or participating in a chat room discussion. You should behave as if you were sitting in a traditional classroom. Remember: the online classroom setting is more formal than in public forums or personal chat groups you may have used.
- Be clear and concise. Explain your ideas entirely but get quickly to the point.
- Using all capitals is the equivalent of SHOUTING and, in most contexts, is considered RUDE and might best be avoided.
- Avoid "flaming" or attacking someone for his or her point of view. Remember that many readers, including the instructor, will read your words.
- Read over what you are going to send *at least once*, just as you would proofread a paper you submit. Remember: once you submit your work, discussion, or email, you cannot change what you have written.
- It is beyond unacceptable for you to present work or ideas of others as your own. If you quote from a source, use quotation marks and provide the original author's name and the work from which the quotation is taken. Use your own understanding of the work, instead of direct quotes if possible, and give credit to the original author by citing the source of idea. Please see the more in-depth discussion of plagiarism below.
- Do not use acronyms. Example: ROFL (rolling of the floor laughing). Not all readers will know the meanings of these.

### **INCLUSIVITY STATEMENT**

In my classroom, diversity is welcomed and celebrated. I will not tolerate any forms of prejudice or discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, or veteran status. We are here to learn in a climate of civility and mutual respect.

### **ADA STATEMENT**

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any

barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact Disability Services to discuss a range of options for removing barriers, including accommodations. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email [ds@cwu.edu](mailto:ds@cwu.edu) for more information.

**NOTE:** In addition to viewing the syllabus, you will also want to view descriptions of individual assignments and expectations provided in Canvas. Please ask questions, as needed.

### **WITHDRAWAL POLICY**

If you do not plan to continue the class, you must officially withdraw through the Registrar's office. See withdrawal dates in the Winter Quarter schedule (you can find this by searching online). If you do not complete course requirements and do not take an incomplete, you will receive an F for the course.