UNIVERSITY OF GUAM
COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES
DIVISION OF ENGLISH & APPLIED LINGUISTICS

Course Names & Sections	Meeting Days	Meeting Times	Location
EN 111-06 Writing for Research	Mondays & Wednesdays	09:30 AM - 10:50 AM	EC 103
EN 111-07 Writing for Research	Mondays & Wednesdays	11:00 AM - 12:20 PM	EC 110
EN 111-16 Writing for Research	Tuesdays & Thursdays	12:30 PM - 01:50 PM	EC 105
EN 111-18 Writing for Research	Tuesdays & Thursdays	05:30 PM - 06:50 PM	EC 105

INSTRUCTOR INFORMATION

NAME Elizabeth M. Rutun

OFFICE EC 217 A *(2nd Floor of English & Communications Building, Division of English & Applied Linguistics Main Office, 2nd door on the left in the left hall)*

OFFICE HOURS

Mondays	12:30 PM - 1:30 PM	*Students can always request meetings with the professor outside of the posted office hours, but requests must come in 24 hours prior to requested meeting time and will be accommodated based on instructor availability.*
Tuesdays	**NO OFFICE HOURS**	
Wednesdays	12:30 PM - 1:30 PM	
Thursdays	**NO OFFICE HOURS**	
Fridays	10:00 AM - 2:00 PM	

EMAIL ADDRESS rutune@triton.uog.edu

*Please allow for a 48 to 72 hours turn-around time during the business week (Monday-Friday). There are no responses to emails on weekends, holidays, or after working hours.

Course Descriptions

Catalog Description

In this course, students are introduced to the conversation model of scholarship and to the work of composing academic research from topic development to final edit. This course

emphasizes the development and advancement of information literacy skills for the purpose of acquiring knowledge of and cultivating a practice for conducting academic research and composing research-related documents such as annotated bibliographies and research manuscripts. Throughout the course, students learn to skillfully navigate information systems to access both print and electronic sources of information related to their research endeavor, with special attention on ethical and legal use of information in their academic research processes and research products. **Prerequisite: EN110 with a grade "C" or better.**

Course Content

To promote the development of critical capacities associated with composing academic research, EN 111 lessons and assignments target skills related to composing academic research including:

1. Reportorial, argumentative, & analytical writing

2. Research procedures, including a working knowledge of library resources, online digital databases, and electronically accessed resources

3. Correct documentation and citation procedures applied in annotated bibliographies and research manuscripts

4. Focused and mature thesis statements that propose specific insights into relevant research topics and are supported by credible and appropriate primary and/or secondary sources of information

5. Intelligent summary, analysis, and synthesis of responsible resources of information

Student Learning Outcomes Alignment Matrix

EN-111 SLOs	Gen Ed Tier 1 CF: Information Literacy GE WC LO	Composition Program PLOs	Institutional ILOs
SLO 1	GE IL LO 1 & 2	CLO 3; CLO 2	ILO 1
SLO 2	GE IL LO 1 & 2	CLO 1	ILO 1, 3, & 5
SLO 3	GE IL LO 3, 4, & 5	CLO 3; CLO 2	ILO 1, 3, & 5
SLO 4	GE IL LO 4 & 5	CLO 1	ILO 1, 3, & 5
SLO 5	GE IL LO 3, 4, & 5	CLO 2	ILO 1, 3, & 4

Course Requirements

Required Text

Bullock, R., Brody, M., & Weinberg, F. (2016). *The little seagull handbook: Write, research, edit* (4th ed.). W.W. Norton.

Graff, G., & Birkenstein, C. (2021). *They say I say: The moves that matter in academic writing,* (5th ed.). W.W. Norton.

Required Materials

Computer/Laptop

Microsoft Office Software

Specifically needed is Microsoft Word desktop application

Course Assessment

Final Grades

Letter Grade	%	Description
A +	98 - 100	

A	93 - 97	
A -	90 - 92	
B +	87 - 89	
B	83 - 86	
B -	80 - 82	
C +	77 - 79	
C	70 - 76	
D	60 - 69	
F	0 - 59	
I		Student has completed 75% of the course with a grade of "C" or better, but has pending required course work.
NC		Has completed the course, but course does not evidence minimal competency for passing.
UW		Student has not completed the course and no formal process has been done to address the incomplete.

Individual Assigment Assessment

0	1	2	3	4	5
Work shows evidence of "nothing" - either there is no work, or there is no connection that can be made between the work that has been submitted and the instructions that were given for the assignment.	Work shows "attempt" to perform what the instructions had asked, but it is not clear how the attempt would have resulted in achieving what the assignment sourght to achieve.		Work shows clear attempt to perform to expectations of the assignment, but the attempt may be flawed in some places.		Work shows clear, coherent, and concise performace to expectations of the assignment.

Major Assignments & Assessment Description

1. Common Assignment

The common assignment is a program-wide requirement. All students enrolled in EN 111 must complete the same assignment. Your performance on this assignment will be reported to the composition director as evidence of the program-wide assessment of student learning outcomes. On the day of the assignment, you will complete an in-class essay in response to the common assignment prompt. You will complete the common assignment in the beginning of the semester and then again at finals.

#1	Start of the Semester Test	SLO 1-4	DUE	**02/14/25 by 11:59 PM on Moodle**

#2	End of the Semester Test	SLO 1-4	DUE	**05/16/25 by 11:59 PM on Moodle**

2. Student-Instructor Writing Conferences

Students must schedule a **minimum of 3** writing conferences with the instructor (one must be **Midterm Writing Conferences**, and one must be **Draft Review Writing Conferences**, and the last must be **Student Initiated).** To schedule writing conferences, students must email the instructor one (1) week prior to the week they would like to request conferencing in. In the email request, students must include *at least 3 different times or days that they are available for a 30 minute conference.*

#1	Midterm Conference	SLO 5	Due	**Week 9**
#2	Student Initiated	SLO 5	Due	**By Week 16**
#3	Draft Review	SLO 5	Due	**Between weeks 9 and week 16**

3. Essays

Essay #1 Narrative Essay: Through this essay, students are expected to illustrate skills of information gathering, synthesizing, and analyzing. The prewriting part of this essay requires that students identify a problem (that they are relevant to or vise versa), gather existing information on the problems through a myriad of sources, and develop sites of inquiry.

SUB ASSIGNMENTS

#1	Identifying a problem	SLO 1	DUE	**2/5/25**
		Students must craft a 1-2 page(s), single-spaced, narrative that uncovers what the problem is, how it became a problem and continues to be a problem, who it is a problem for, and how long it could remain a problem.		
#2	Annotated Bibliography #1	SLO 1,2,& 3	DUE	**2/12/25**
		Building off of Sub-Assignment #1, in this assignment, students need to compile a working list (bibliographic entries with annotations) on sources that they used to inform them about their problem, as well as potential sources that could further shed light on their identified problem. This document should be at least 2 pgs double spaced, formatted using proper APA 7 guidelines.		
#3	Narrative Essay	SLO 1 &3	DUE	**2/24/25**
Don't forget to attach a SELF-ASSESSMENT report to this when you submit it		For this essay, students are expected to establish the narrative behind their research project. What is the problem that they have identified, how and why is it problematic, who does this problem affect, how is this a problem that is relevant and urgent to the student. In the end, this paper needs to establish a research question and provide the necessary context needed to understand what the research question seeks to uncover and why.		

Essay #2 Literature Review & Methodology: Buildiing off of the previous essay, for this essay, students are expected to establish the core literature that informs their study and from those core literature, derive a research approach & method that best suits their research inquiry.

SUB ASSIGNMENTS

#1	Annotated Bibliography #2	SLO 1,2,3	DUE	3/5/25
	Similar to Annotated Bibliography #1, for this assignment students are expected to compile a list of sources that inform their project. However, for this assignment, students are collecting sources that informs them on existing studies that may be similar in nature to what the students are researching. This does not limit the sources to sources that are similar in topic, but instead is inclusive of sub-concepts within the research question and processes.			
#2	Literature Review & Methodology Essay	SLO 1,3, 4	DUE	3/24/25
Don't forget to attach a SELF-ASSESSMENT report to this when you submit it	For this essay, students are expected to establish the core literature informing their research inquiry and approach. Students are also expected to derive their research methodology from these existing studies.			

Essay #3 The Research Project: This essay leads to the production of the Final Manuscript which is the final exam project for this course. In this essay, students will make sense of all of the essays that they have previously produced in this course and reproduce it as comprehensive research manuscript.

SUB ASSIGNMENTS

#1	Report of Findings	SLO 4	DUE	3/31/25
	For this assignment, students are expected to report, process, and analyze their findings to respond to their research question.			
#2	Manuscript Draft #1	SLO 4	DUE	4/9/25
#3	Peer Review	SLO 5	DUE	Week 13
#4	Manuscript Draft #2	SLO 4 & 5	DUE	Week 14-16

5.Library Sessions

A required part of EN 111, are the library information literacy sessions. Regardless of whether a student has completed a session with a course other than the current EN 111 course, students are expected to attend both library sessions and to complete the library worksheets. The library worksheets should be submitted as supporting document for one of their annotated bibliography.

Day #1	Library Session #1	SLO 2	DATE of Session	**3/10/25**
Day #2	Library Session #2	SLO 2	DATE of Session	**3/12/25**

6. Self-Assessment

For each Essay, students are expected to submit a self-assessment report. For the self-assessment report, students will evaluate their writing based on the instructions for the assignment and the student learning outcomes. The self-assessment report will be turned in with the essay in its final submission. Please check the Moodle course shell for the self-assessment worksheet if you want a downloadable copy.

7. Final Exam

For the final exam for this course, students are expected to submit the final manuscript of their research project. This final manuscript must reflect development from previous drafts produced in the course. For this final writing assignment, students are expected to also attach a short self-assessment essay that makes a claim for the grade that will have earned in the course and provides evidence for it.

#1	Cover Letter	SLO 1	DUE	
#2	Final Mansucript	ALL	DUE	
#3	Self-Assessment Essay	SLO 4	DUE	

Course & Program Policies

Class Etiquette
Students are expected to be respectful and mindful of each other in class. This means students are expected to arrive to class on-time, stay in class for the entire duration of the class, listen to others when they are speaking, and responding when they are spoken to.

Attendance Policy
Attendance in this class is necessary to a students' ability to pass the class. Regular and punctual attendance is integral to learning in the course. Developing the skills to write well depends largely on a student's interaction and collaboration with peers to make the class a community of writers. Because of that, students are highly encouraged to take every advantage of this opportunity. Students are expected to arrive promptly at the start of class and sign in for attendance tracking purposes.

Tardiness and early departures are disruptive. Arriving 15 minutes late or leaving with at least 15 minutes remaining of class constitutes an absence.

Students are allowed a maximum of three absences. Any absences after the third absence is counted against you with a 5% reduction from your final grade. This means that at the fifth absence (including the non-penalized 3 absences) you will be deducted an entire letter grade.

No Recording Policy
There is no recording allowed in this course. This includes, but is not limited to:
> Screen Snipping
> Screen Recording
> Screenshots
> Taking pictures of whiteboards
> Taking pictures of screens

Assignment Submission Policy
Unless explicitly stated otherwise, assignments must all follow APA 7 format. They must be typed and submitted in print. The default policy is that late work will not be accepted. However, if there are extenuating circumstances, students can discuss the extenuating circumstance with the professor and discuss if accommodations can be made. Accommodations are made at the discretion of the professor.

EN 110 and EN 111 both teach writing as a process. Because of this, student assignments must adhere to a writing process. If a part of the writing process is missed, the student is expected to meet with the professor as soon as possible to discuss the ways that they can fulfill the part of the process that they had missed.

Withdrawal Policy

A student wishing to wtihdraw from the class should elect to withdraw before the university's voluntary withdrawal deadline which is indicated below, After the deadline, approval of class withdrawal may only be given at the discretion of the instructor.

Voluntary Withdrawal Deadline	3/19/25
Petition for Withdrawal Deadline	5/16/25

EEO/ADA & Title IX Policies

The university is committed to maintaining the campus community as a place of work and study for faculty, staff, and students, free of all forms of discrimination and harrassment. If you experience harrassment or discrimination, they you should report it immediately to the EEO/ADA & Title IX Office at telephone number (671)735-2244 or in person at their office located in Iya Hami Halls (Dorm 2). For immediate assistance in an emergency, call 911.

ADA Policy and Commitment to Student Learning

If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the Disability Support Services office to discuss your specific accommodation needs confidentially. You will need to provide me a Faculty Notification letter from the DSS counselor.

Plagiarism Policy

The University of Guam defines plagiarism in the Student Code of Conduct as follows: "The term 'plagiarism' includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials." Plagiarism is a serious academic offcense. As such, any students found to have committed an act of plagiarism in an EN 110 course will, at the very least, fail the assignment. Multiple offenses, if discovered, may be referred to the Student Discipline and Appeals Committee for more severe consequences.

Artificial Intelligence

Artificial intelligence may be used as a resource/tool in this course. AI, however, must be treated as an entity and its use must be clearly acknowledged.