Welcome! Before arriving on campus, students must begin to develop the skills that will help them succeed in the college or university environment. These skills include time management, goal-setting, tenacity in the face of disappointment and fatigue, the tools and techniques of scholarly research, and how to write a research paper.

Both the academic community and the business world value the ability to research a topic and produce an authoritative and persuasive document based on that research. Sadly, most first year college students are unprepared for this challenge. The dreaded research paper assignment strikes fear in the heart of most college students today, and many will spend several years floundering around before they begin to discover (through trial and error) what makes a good research paper.

This course is designed to help students understand the process and product of the research writing task.


Textbooks:


We will not be reading this book cover-to-cover, but there will be reading assignments from time to time. This is a great reference tool, which includes important information on each step in the process, as well as specifics about each of the most common style manuals that are used in colleges and universities.


We will be reading this book in its entirety. Parts of it will have a direct bearing on the research writing process, others will have more tangential application. Nevertheless, this book has long been recognized as great advice for students who want to be a success in college and in life.

Class Methodology:

- **Weekly Assignments**: Readings and practice activities will be assigned. Submission of written work will be through the Quia website. Students should be prepared to participate in weekly discussions based on the past week’s assignment.
- **Live Class Sessions**: Our live session will include the presentation of new material and discussion based on the material presented, or on the past week’s assignments.
- **Exams**: Quizzes will be announced during class
- **Research Papers**: Students will research and write 2 papers over the course of the semester
Before our First Session:

1. **Register with Webex** – for each live online class session, you must register the email address where your login information and reminder emails should be sent. Parents may register, as well, if they wish to receive a second email reminder, or as a backup in the event that the student email account experiences problems. Information about registering your email will be sent by your instructor.

2. **Add your name to the class roster in Quia** – students must have a Quia student account and must use the class code to add themselves to the class roster in order to submit homework and quizzes. Additional instructions will be sent by your instructor.

3. **Make sure your instructor has your correct email** – Between our live sessions, the instructor will communicate with the class via email. Be sure to inform the instructor if your email changes.

Course Expectations and Requirements:

- Attend weekly classes, arrive on time, and stay for the entirety of the class session
- Actively participate in the live, online class session
- Visit a college or university library regularly to complete your research
- Write 2 research papers on assigned subjects
- Review and critique the work of others in the class (anonymously)
- Accept constructive criticism of your work as a learning opportunity
- Spend 1 to 2 hours per day working on class requirements
- Submit homework and take quizzes as stipulated in other parts of this syllabus or presented in class

Submission of Papers:

- Papers must be submitted to the instructor in digital format as an attachment to an email
- Papers must be in MS Word (or compatible) format
- Papers must follow MLA (Modern Language Association) guidelines
- Any additional requirements, including length, will be announced in class

Classroom Audio:

You should be prepared to participate in classroom discussions. I recommend a **headset** that includes **both a microphone and headphones** for your computer. Headphones not only provide sound, but also mute distractions around you by covering your ears. It is much easier to use a headset with a built-in microphone than to use a separate microphone. It is best to have a built-in mute function, though this can also be managed through the Webex audio functions.

Class Email Distribution List:

Your instructor will communicate with the class via an email distribution list compiled from students’ “address of record” with The Lukeion Project. A parent’s email address is usually included, as well. It is the responsibility of the student to ensure that both The Lukeion Project and your instructor have your correct email address. If students and parents are not receiving emails from the instructor, contact the instructor with any corrections. If you are not hearing from your instructor, it is your responsibility to let him/her know.

Fair Notice:

Your instructor may reasonably expect ALL students to be aware of any information communicated through any of the following means:

- announcements made during normal class sessions and available through recordings
- announcements through the class email distribution list
- announcements on the class web page
- information included in the course syllabus
**Our Schedule:**

Class sessions meet live on Wednesdays at 2:15 pm (Eastern Time). Due dates and times for additional quizzes and assignments will be given in class.

<table>
<thead>
<tr>
<th>Class Date</th>
<th>7 Habits</th>
<th>Topics Covered</th>
<th>Assignment (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1/22</td>
<td>Get in the Habit; Paradigms and Principles (pp. 3-28)</td>
<td>Prepare: Introduction to research papers Background Research The Research Library</td>
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<tr>
<td>3 2/5</td>
<td>Research: Evaluating Sources Taking Research Notes</td>
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<tr>
<td>4 2/12</td>
<td>Organizing Your Argument</td>
<td></td>
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<tr>
<td>5 2/19</td>
<td>Research: Maximizing Background Research</td>
<td></td>
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<tr>
<td>6 2/26</td>
<td>Write: Understanding your Audience Academic style and tone Clarity, precision, concision</td>
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<tr>
<td>7 3/5</td>
<td>Write: Introductions &amp; Conclusions Editing Final checking and formatting</td>
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<tr>
<td>8 3/12</td>
<td>Critique: Critiquing your classmate’s paper</td>
<td>3/12 – Paper 1 for student critique</td>
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<tr>
<td>9 3/19</td>
<td>Prepare: Recap of Paper 1 Experience Maximizing Background Research</td>
<td>3/19 – Paper 1 for instructor grade</td>
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<tr>
<td>10 3/26</td>
<td>No Class – Spring Break</td>
<td></td>
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<tr>
<td>11 4/2</td>
<td>Habit 6 – Synergize (pp. 182-202)</td>
<td>Research: Planning your paper Creating and meeting intermediate targets</td>
<td></td>
</tr>
<tr>
<td>12 4/9</td>
<td>Sharpen the Saw, Part 1 (pp. 206-227)</td>
<td>Research: More on finding and evaluating sources</td>
<td></td>
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<tr>
<td>13 4/16</td>
<td>Research: Understanding professors</td>
<td></td>
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<tr>
<td>14 4/23</td>
<td>Write: Review (based on evaluations of paper 1)</td>
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<tr>
<td>15 4/30</td>
<td>Write: Review (based on evaluations of paper 1) Polish:</td>
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</tr>
<tr>
<td>16 5/2-6</td>
<td>No Class – Final Paper Due</td>
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<td>5/6 – Paper 2</td>
</tr>
</tbody>
</table>

**Academic Integrity:**

All classwork should be the work of the student alone, all papers should be the students own work, and all quizzes are "closed book." Plagiarism will not be tolerated. When you register for this course, you agree to participate in the honor system. By submitting work, you tacitly agree that all the work you submit is your own and that you have not given yourself any unfair advantage.

**Notes about Quia:**

- Homework and quizzes are submitted through the class web page which is hosted by Quia and can be accessed at this URL: [http://www.quia.com/web/studentZoneBegin.html](http://www.quia.com/web/studentZoneBegin.html)
- Students are expected to read and follow the guidelines contained in the document “The Care and Feeding of Quia” which is posted on the class web page.
• Parents should know the student’s username and password, both for safekeeping and so that the parent can view the student’s progress and scores at any time; no mid-term evaluations are sent to students or parents.
• **Please NOTE:** Quia averages homework and quiz scores together. The instructor’s official grade book does NOT. Your quiz average does not include homework scores, which count differently toward your grade.
• Quia has a “Save For Later” function. We do NOT guarantee that this will work correctly. We do NOT provide any make-up or recovery clemency for students claiming that Quia “ate” their work.
• It is the student’s responsibility to confirm that quizzes and homework have submitted correctly. The instructor takes no responsibility for claims that Quia “lost” their work. Contact your instructor immediately if you cannot see your homework or quiz immediately after submission.

**Recording Rules:**

We attempt to record each of our class sessions. Students and parents should be aware of the following rules regarding the use and abuse of recordings:

1. **Recordings are a courtesy only.**
   - We cannot guarantee that recordings will be available for every class, even for excused absences.
   - Students are expected to complete assigned homework and quizzes without an extension, even if the recording is unavailable. The instructor is not obligated to repeat any class session for a single student, though the student can expect to have questions answered by email, within reason.

2. **Recordings of our live sessions appear on the Webex “program page” AFTER the class meets.**
   - There is a delay between the end of class and the generation of the recording. For excused absences, it is the responsibility of the student to view the recording. If you cannot access the recording on the “program page,” it is your responsibility to contact the instructor to request assistance.

3. **Students must view the recording within ONE WEEK of the session.**
   - Recordings are purged regularly to avoid costly storage charges. It is your responsibility to view the recording before it is deleted. (In cases of serious and extended illnesses, contact your instructor to see if recordings can be stored longer.)

4. **Sharing recordings with anyone who is not registered for the class is a copyright violation and is strictly forbidden.**
   - Recordings are copyrighted by The Lukeion Project and the instructor. Parents are always welcome to view recordings, as long as they are available.

5. **Sharing screen prints with anyone who is not registered for the class is a copyright violation and is strictly forbidden.**
   - All visuals used in class are copyrighted by The Lukeion Project and the instructor.

6. **We reserve the right to refuse to share recordings for any reason.**

**Quiz/Exam Rules:**

1. **Quizzes must be taken through Quia.**
   - You only receive credit when properly logged in. Your instructor does not accept quizzes submitted in any other form.

2. **All quizzes are “closed-book.”**
   - All answers must come from the student’s memory without any additional aid unless exceptions are specifically announced by the instructor.

3. **Quizzes must be taken within a set window of time, to be announced in class**
   - The “exam window” will be announced in class and enforced by Quia.
   - Extensions will NOT be granted, except in cases of genuine family or health emergencies.
   - If you will not be available during the “quiz window” (scheduled trip, competition, standardized exam, etc.), specific arrangements must be made with the instructor PRIOR TO the absence. In most cases, the student should take the quiz EARLY rather than late.
   - Your instructor does not grade or “check” late work that is submitted without an extension.
4. **Quizzes may be entered only once unless your instructor informs you of an exception.**
   Do not enter the quiz until you are prepared to complete it. Quia will prohibit you from entering a second time.

5. **Quizzes are timed.**
   You must “submit” your quiz before your time expires.

6. **It is the student’s responsibility to confirm that his/her quiz has been properly submitted.**
   When you submit your quiz in Quia, you’re taken to a submission page that shows your answers. Contact your instructor immediately if you believe that some mishap has occurred.
   - **PLEASE NOTE:** Quia can ONLY score the computer graded portion of the quiz. Any questions requiring an instructor’s review will show a zero score until the instructor is able to review student quizzes. The instructor will not grade any student’s quiz until the submission deadline has passed and all students have completed their quizzes. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.

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**Homework Rules:**

1. **Homework is required each week.**
   Failure to complete homework will impact both your grade and your ability to read Greek

2. **Students do not receive a letter or number “grade” for homework.**
   Instead they receive credit for “conscientious completion.” Failing to complete the homework, or submitting homework that appears to be done without any attempt for accuracy for correctness will adversely affect a student’s grade.

3. **Homework must be submitted through Quia.**
   You only receive credit when properly logged in.
   - I do NOT accept homework submitted in any form other than through the class web page.

4. **The Quia homework form may be entered multiple times, but should only be “submitted” once.**
   Your instructor can see the number of times an assignment has been “submitted.” Because submission may reveal the answers, submitting your assignment more than once is considered cheating. If a student has questions about what is included in the homework for any given week, he/she may open the submission form in Quia, but should leave the form without “submitting” it.

5. **Homework must be submitted within a set window of time.**
   The “homework” window will be announced in class and enforced by Quia.
   - I do NOT accept late homework in any form unless an extension has been expressly granted.
   - Extensions will NOT be granted, except in cases of genuine family or health emergencies.
   - If you will not be available during the “homework window” (scheduled trip, competition, etc.), specific arrangements must be made with the instructor PRIOR TO the absence. Unless granted an exception, the student should submit their homework EARLY rather than late.
   - I do not grade or “check” late work that is submitted without an extension.

6. **Homework should be saved in a separate file before copying and pasting it into Quia.**
   Students use Quia’s “Save For Later” function at their own risk. The instructor does NOT provide any make-up or recovery clemency for students claiming that Quia “ate” their work.
   When you submit your homework in Quia, you’re taken to a submission page that shows your answers. Contact your instructor immediately if you believe that some mishap has occurred.

7. **It is the student’s responsibility to confirm that his/her homework has been properly submitted.**
   When you submit your homework in Quia, you’re taken to a submission page that shows your answers. Contact your instructor immediately if you believe that some mishap has occurred.
   - **PLEASE NOTE:** Quia can ONLY score the computer graded portion of the homework. Any questions requiring an instructor’s review will show a zero score until the instructor is able to review homework. The instructor will not grade any student’s homework until the submission deadline has passed and all students have completed their homework. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.
   - **PLEASE NOTE:** Although homework is labeled an “quiz” in Quia, it is not treated as an quiz by your instructor. You receive credit for conscientiously completed homework. The quiz format is used in Quia because it:
... saves all of your homework together in your Quia student account by forcing you to log in
... allows your instructor to look at everyone’s responses side by side anonymously
... stores your answers so that there is no question about how you responded
... enforces the time window of availability

Absences and Scheduling Conflicts:

Student Absences:
Instructors make every effort to be in class on time. We expect the same courtesy from our students.
Your instructor will take attendance and track absences and tardiness. An excess of either may reduce your grade.

- **Scheduling Conflicts:** Let your instructor know in **advance** if you will miss class because of a scheduling conflict (doctor's appointment, PSAT exam, etc.).
- **Emergency Situations:** Let your instructor know as soon as possible in the event of an unforeseen circumstance or emergency that prevents you from attending class.
- **Class Recordings:** Even for excused absences, it is the responsibility of the student to request a recording from the instructor by email AFTER class (see below).
- **Make-up Work:** For planned absences, the student should submit all assignments by the deadline published for the class, unless an exception has been explicitly granted by the instructor. For emergency absences, contact the instructor as soon as possible to make alternate arrangements.

Instructor Absences:

- **Scheduling Conflicts:** Scheduled absences by instructors are rare, but might occur because of speaking engagements, family events, etc. In the event of a scheduled absence, the class will be informed in advance (either during a prior class session, through the email distribution list, or both). Students will receive a recording of that week's material; submission schedules for homework and quizzes will not change.
- **Instructor Absent at the Start of Class:** If an emergency prevents the instructor from arriving in class on time, students should wait for the instructor in the online classroom for 15 minutes after the scheduled start time. If the instructor arrives before the 15 minute waiting period has expired and any students are not present, they will be counted absent for the day. If the instructor is not able to arrive before the 15 minute waiting period has expired, students are free to leave. The instructor will communicate with students through the class distribution email list as soon as possible.
- **Emergency Situations:** In the event of an unexpected illness or emergency situation, the instructor will contact the class at the earliest possible opportunity, usually through the class email distribution list. A recording of the missed material will be distributed at the first possible opportunity and the class will be notified if submission schedules for homework and quizzes have changed.

Contacting your Instructor:

By email: We prefer contact by email if you have questions or problems: regan@lukeion.org

By phone: Please do not call during class hours Tuesday through Thursday. If it’s necessary to speak by phone at other times, please call (919) 342-6840

By mail: If you’re vacationing in a sunny or exotic land and would like to send a postcard or gift (🎁) to your instructor, you can send it to:

The Lukeion Project
253 Old Beardstown Road
Lobelville, TN 37097