

Course Basics

English 104-Section 5
Composing Research
Course Syllabus Spring 2026

Instructor Information

Instructor: Ms. Barbara Handt

English Department, Ball State University, Muncie, IN

I encourage you to contact me with questions and to use my office hours as often as you see fit. (You can call me Professor Handt or Ms. Handt.) Please allow 1-2 business days for me to reply to an email.

Course Information

Course Description:

Applies the fundamentals of rhetoric to the research process: methods of research; the rhetorical nature of research; elements, strategies, and conventions common to research writing, including multi-modal presentations of new knowledge. Prerequisite: ENG 101 and 102; or ENG 103; or appropriate placement.
3.000 Credit hours
3.000 Lecture hours

Levels: Undergraduate

Schedule Types: Lecture

English Department

Course Attributes:

Core Transfer Library, Dual Credit High Priority, UCC Foundations Written Comm

Prerequisites

Prerequisite: ENG 101 and 102; or ENG 103; or appropriate placement.

Course Objectives

Course Goals: *At the completion of ENG 104, students should be able to achieve the following goals:*

- Create and complete research projects. This involves generating a research question, engaging in critical and analytical reading, developing an argument with evidence collected from both primary and secondary research, and documenting sources appropriately

- Align research questions with appropriate research methods
- Employ critical thinking in evaluation, speculation, analysis, and synthesis required to evolve and complete a research project
- Use a variety of strategies to gather and organize information appropriate for the context and persuasive to the intended audience
- Use the university research library to forward their research agenda
- Engage in collaborative research
- Employ format, syntax, punctuation, and spelling appropriate to various rhetorical situations in a stylistically sophisticated manner
- Collect, analyze, and organize research information in verbally and visually compelling ways
- Take initiative for the development and completion of individual and joint research projects.

Course Content and Format: *The content and format of ENG 104 are designed to enable students to achieve the course goals:*

- Discuss, analyze, and respond to texts composed in a variety of media that develop an argument by relying on different kinds of research and that are addressed to diverse academic audiences
- Analyze the connections among research questions, research methods, audience, and style
- Design various research projects that involve generating a question, collecting data, analyzing data, and interpreting the analysis
- Conduct research projects that rely on various means of gathering data, including but not limited to fieldwork, online research, and library research
- Analyze data collected through a variety of methods
- Compose proposals, progress reports, and final research reports for individual projects
- Compose final research reports that are persuasive and appropriate for the intended audience and context
- Compose research reports in multiple drafts, involving peer feedback, self-reflection, instructor's written comments, and teacher-student conferences
- Reflect regularly on the choices available and the decisions made in the creation and completion of research projects.

Requirements: *As an outcome of the course content and format, which enable the accomplishment of the course goals, students in ENG 104 are required to complete:*

- **Four or more research projects** that address different audiences, contexts, and data collection/analysis processes

- One project will be a Summary and Analysis of a scholarly article
- One project will take the form of a Research Proposal and Annotated Bibliography
- One project will culminate in a research driven, academic essay of **8-12 pages**; appropriate Works Cited is additional
- One project will be a Multimodal “remix” of the research essay into a poster format
- Reading assignments for discussion, analysis, and response including texts created through a variety of media
- Informal writing assignments (such as journals, reading reflections, discussion posts, or smaller pieces that lead to the major writing assignments).

Course Modality and Structure

This course meets in person three times a week for 50 minutes per meeting. There is an introduction module, a library fundamentals module, as well as four other modules that you must complete for this course.

Course Materials

- *BallPoint* Vol. 2: Writing Program Handbook, accessed online at <https://digitalresearch.bsu.edu/ballpoint2/> (Password: chirp104). **This is an online text that you have already paid for in your tuition.**
- Supplementary Handouts (PDFs and/or webpages posted/linked on Canvas)

Supplemental Supplies and Digital Access

- Laptops and/or device on which you can read and write electronically (**bring daily*)
 - Notebook/place for writing and pens/pencils (bring daily)
 - Copies of the readings, annotated (bring daily; you can do this electronically if that’s easier for you)
 - Gmail account or access to Google Docs
- *Canvas access
- Access to your BSU OneDrive
 - Google account/access to google docs: We’ll be doing a lot collaboratively, and Google is an easy (free) place to share these collaborations. It’s also good to practice using non-BSU specific tech, since you’ll likely have a wide variety of tech as teachers.

Course Assignments

Summary of Assignments: Assignment details, including instructions, relevant readings, due dates, and grading criteria/rubrics will be posted and updated on Canvas. Please check Canvas regularly to stay informed and on track.

Assignments and Course Work are weighted as follows:

Participation/Discussions/Journals: **20%**

(includes Completion of Library Resources module, Introductory module, and some quizzes)

Project 1 (Summary + Analysis of Article): **15%**

Project 2 (Annotated Bibliography/Proposal): **20%**

Project 3 (Researched Argumentative Essay): **25%**

Project 4 (Multimodal Remix of Project #3): **20%**

Course Grading Scale

Grade Calculation: Your papers, coursework, and final grades for this class will be determined as follows:

100%-93%	A	82%-80%	B-	69%-67%	D+
92%-90%	A-	79%-77%	C+	66%-63%	D
89%-87%	B+	<u>76%-73%</u>	<u>C</u>	62%-60%	D-
86%-83%	B	72%-70%	C-	59% or below	

• Grades use the standard BSU scale: A 93-100, A- 90-92, B+ 87-89, B 83-86, B- 80-82, C+ 77-79, C 73-76, C- 70-72, D+ 67-69, D 63-66, D- 60-62, F 59 or less.

• Grades are calculated using the threshold of whole numbers. I.e., 89.99 = B+; 90.00 = A-; 72.99 = C-; 73.00 = C

- **NOTE: In order to fulfill the requirement for English Composition courses, students must earn a minimum grade of C to pass; a grade of C- or below is not considered acceptable.**

Required University Statements and Policy

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Attendance Policy

Attendance

I take attendance daily. Because this is a workshop class, there's no way to "make up" a missed class; attendance is necessary for your own professional learning and growth. After two absences, I will reach out to you; after three absences, your grade will be affected and you may have to retake the course. *It's professional to be in touch with me about absences (email is best)*. You can be late twice and absent twice with no questions asked. Beyond those occasions, you must communicate with your instructor in advance of your absence/tardy (or as close to the absence as possible). Absences and/or consistent tardiness may hurt your grade, especially without communication. ***Missing 6 or more classes will result in having to retake the class.***

Athletics or Other University Programs

Athletes must discuss their attendance with me ASAP (preferably first week of the semester), must let me know of any game absences in advance, and should present me with an official form that provides details of the event and absence dates. BSU policy also requires you then to give me an official, written notice from Student Athlete Support Services (or other granting University dept.) three (3) days prior to each University-sanctioned absence. You cannot miss class or assignments because of a game or other activity and only tell me after the fact. Further, if you take part in BSU Athletics or other such University-sanctioned program, you are expected to submit all assignments and papers before your absence, and you are responsible for catching up on any information or course material that you miss.

Contacting Instructor/Emails

I encourage you to contact me with questions and to use my office hours as often as you see fit. I'm best reached via email, but allow 1-2 business days for me to reply to an email. As a reminder, an excused absence, per university guidelines, is **an absence with documentation** for any of the following:

- disability accommodations
- pregnancy, hospitalization, or medical leave
- bereavement leave
- religious observance
- jury duty or court witness leave
- military leave
- Ball State approved events

Per program guidelines: such absences should not count against students provided they complete any assigned make-up tasks as designated by the instructor.

Statements, Policies, and Information

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.]

Canvas Accessibility

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind

granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

Video Conferencing Recording

In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with me.

Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy: www.bsu.edu/studentcode/academicethics.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure

whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments, class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Generative AI Statement

Some Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

You may use generative AI applications for some work submitted in this course. You will be informed as to when, where, and how these tools are permitted to be used, along with guidance for attribution. Any use outside of this permission constitutes a violation of Ball State University's Student Academic Ethics Policy.

Student Resources

The Learning Center: The Learning Center offers free Tutoring and Academic coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments.

To make an appointment, visit my.bsu.edu and click on "Navigate" in the Additional Tools section, or just go directly to <https://bsu.navigate.eab.com>.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about programming, visit [bsu.edu/learningcenter](https://www.bsu.edu/learningcenter) or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing. The Writing Center offers **free** planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to <https://www.bsu.edu/writingcenter> Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Speaking Center: The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Basic Needs Hub: If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the **Basic Needs Hub**. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a **Basic Needs Assistance Form**.

Cardinal Kitchen is a Food Pantry serving all Ball State undergraduate and graduate students. It is located in the basement of the Student Center, Room L-27, and is open the last three Tuesdays of the month from 5-8 pm. Here is the link to more information:

<https://www.bsu.edu/campuslife/student-life/programs-services/service-opportunities/cardinal-kitchen>

Cardinal Closet, located at Park Residence Hall in the Eastern Tunnel, is a resource of free professional clothing for Ball State students. It can be accessed during open hours or by appointment. Here is the link to more information:

<https://www.bsu.edu/campuslife/housing/get-involved/student-organizations/student-action-team/cardinal-closet>

Ball State Counseling Center

Calls answered 24 hours a day, 7 days a week

765-285-1736

765-285-4673 (Crisis line)

Say Something

Find information on incident reports and learn more about what to do.

www.bsu.edu

Ball State Career Center:

Ball State's Career Center is eager to help you think about your future—whether you're an undergraduate or graduate student, whether you know where you're headed or have no idea how to start. Their services include individual Career Coaching, drop-in résumé reviews, assistance researching potential careers and internships, and referrals to campus and off-campus jobs. They can tell you more about grad school, job fairs, on-campus interviews, and lots more. The English department's designated Career Coach is Eilis Wasserman, ewasserman@bsu.edu, Lucina Hall 219. You can set up an appointment with her through Cardinal Career Link.

Course Expectations and Policies

Course Participation Expectations

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication. This is a workshop class, so attendance and participation are required.
- It is recommended that you log into your Canvas course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments, quizzes, tests, and any other activities by the stated due dates.

Feedback Policy

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will read every discussion post but I will not always personally comment on posts.
- I will grade your quizzes, assignments, and discussions no later than within 5 school days of submission with the exception of major essays which may require several weeks' time to grade..
- Contact me directly if you have questions or concerns about your performance in class.

Late Assignment Policy

- Generally, assignments are due by 11:59 pm EST/EDT time on the due dates indicated. One exception is rough drafts of major essays which are due at the beginning of class for peer editing purposes.
- Assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late.

- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.

- Canvas will not accept assignments for grading after 11:59 pm EST/EDT on the final day of class.

Assignment Submission Policy

- All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.

- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module. Please do NOT submit assignments via email as they will not be graded.

Note: It is up to you to check to make sure you have submitted the correct assignment and allowed permissions for the document. Failure to submit the correct assignment, submitting an empty assignment, or submitting an assignment with no permissions enabled will result in a late deduction.

Grading Policy

- It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience.

- In the absence of mistakes, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- Respect different perspectives. Share your ideas and let others share theirs.

- Challenge ideas, not people. Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.

- Listen to understand. Stay curious, ask questions to understand, and give others space to speak.

- Assume good intentions. Approach discussions with curiosity and compassion.

- Keep it private. What is shared in class stays in class. Do not share others' words or work without permission.

- Be respectful. Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

Course Schedule

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. I encourage you to check Canvas regularly for updates and contact me if you have any questions.

Subject to Change

This syllabus is subject to change in the event of extenuating circumstances.

