Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
ENGL 111
INTRODUCTION TO DOCUMENTATION

COURSE DESCRIPTION
A documentation course on the necessary knowledge and skills to successfully format a research paper and document primary and secondary sources as required in a discipline.

RATIONALE
While this course does not fit into any degree program, it does provide valuable support for all majors. In this course, the student will be taught the reasons for the four main documentation formats (MLA, APA, Chicago/Turabian, and CSE), as well as the proper use of the one that is designated for his or her major.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Determine the proper documentation formats for specific disciplines.
B. Summarize, paraphrase, quote, and cite the sources correctly.
C. Identify plagiarism and apply necessary documentation to correct it.
D. Apply the necessary steps to conduct effective research and evaluate sources and document them correctly.
E. Integrate sources accurately and effectively using a specific documentation format.
F. Write with clarity.
G. Recognize standard usage in English grammar, word choice (diction), phraseology, and sentence structure.

H. Apply knowledge of sentence structure to basic sentence editing and revision.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Reflection Paper

   The student will write a 300-word essay on his or her chosen degree program and future career plan. The essay will include what sort of writing he or she will be expected to complete for the degree, what documentation style will be appropriate for the degree, and why. The student must cite at least 1 source from the course material to support his or her essay.

D. Topic Approval Assignment

   The student will submit a topic approval form in preparation for the Final Research Essay. The student must complete the specific form pertaining to his or her documentation style (current APA, MLA, CMS, or CSE).

E. Exercises (2)

   The student will complete 2 Exercises in this course. Each exercise will cover some aspect of documentation (in-text citations, summaries, paraphrases, source evaluation, and source approval).

F. Annotated Bibliography

   The student will complete an annotated bibliography in the proper writing style that contains at least 3 scholarly references. A summary of at least 300 words for each reference will also be required.

G. Rough Draft and Peer Review Forum

   The student will write a 3–4-page research-based essay in current APA, MLA, CMS/Turabian, or CSE format. The rough draft must include at least 3 scholarly references. The student must submit his or her rough draft to the Peer Review Forum and read at least 2 of his or her classmates’ rough drafts and provide a peer-review for both.

H. Final Research Essay

   Based on feedback from peers and the course instructor, the student will make corrections to his or her draft and submit the final 3–4-page research-based essay in current APA, MLA, CMS, or CSE. The paper must include at least 3 scholarly references.

I. Quizzes (5)
Each quiz will cover the Reading & Study material for the module(s)/week(s) in which it is assigned. Each quiz will be open-book/open-notes, contain 8 multiple-choice and true/false questions, and have a 1-hour time limit.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>100</td>
</tr>
<tr>
<td>Topic Approval Assignment</td>
<td>150</td>
</tr>
<tr>
<td>Exercises (2 at 50 pts ea)</td>
<td>100</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>50</td>
</tr>
<tr>
<td>Rough Draft and Peer Review Forum</td>
<td>200</td>
</tr>
<tr>
<td>Final Research Essay</td>
<td>200</td>
</tr>
<tr>
<td>Quizzes (5 at 40 pts ea)</td>
<td>200</td>
</tr>
</tbody>
</table>

**Total** 1010

B. Scale

- A = 900–1010
- B = 800–899
- C = 700–799
- D = 600–699
- F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

ENGL 111


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1           | Lester & Lester: ch. 1  
1 presentation  
1 lecture note  
1 website    | Course Requirements Checklist  
Class Introductions  
Reflection Paper  
Quiz 1      | 10  
0  
100  
40       |
| 2           | Lester & Lester: ch. 7  
2 presentations  
2 websites   | Quiz 2                           | 40     |
| 3           | Lester & Lester: ch. 8  
2 presentations  
7 websites   | Exercise 1  
Quiz 3    | 50  
40       |
| 4           | Lester & Lester: ch. 9  
1 presentation  
style guide websites | Exercise 2  
Quiz 4    | 50  
40       |
| 5           | Lester & Lester readings  
1 presentation  
2 websites  
style guide websites  
style guide presentations | Topic Approval Assignment  
Quiz 5    | 150  
40       |
| 6           | Lester & Lester: ch. 10  
style guide readings  
2 websites  
style guide websites | Annotated Bibliography    | 50     |
| 7           | 1 presentation  
style guide websites | Rough Draft and Peer Review Forum | 200    |
| 8           | Lester & Lester: review  
style guide websites | Final Research Essay    | 200    |

**Total** 1010

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.