

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. Blackboard [recommended browsers](#)
- D. 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. 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).
- D. 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.
- E. Rough Draft
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.
- F. 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.
- G. Reflection Discussion Forum
The student will write a 300-word initial thread on his or her chosen degree program and future career plan. The initial thread will be posted by Thursday at 11:59 pm. The post 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. The student will respond to at least one classmate by Friday at 11:59 pm.

H. 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

Course Requirements Checklist	10
Exercises (2 at 50 pts ea)	100
Annotated Bibliography	200
Rough Draft	200
Final Research Essay	200
Reflection Discussion Board	100
Quizzes (5 at 40 pts ea)	200
Total	1010

B. Scale

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

C. 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

Textbook: *The Mindtap English Handbook*. 2018.
Glenn, Cheryll, and Loretta Gray. *Harbrace Essentials*. 2018.

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	<i>The Mindtap English Handbook</i> : Ch. 1 1 presentation 1 lecture note Video: "The Basics of Documentation"	Course Requirements Checklist Class Introductions Quiz 1	10 0 40
2	<i>The Mindtap English Handbook</i> : Ch. 12 2 presentations Videos: "Understanding Plagiarism," "Knowing What and Why to Cite"	Quiz 2	40
3	<i>The Mindtap English Handbook</i> : Ch. 11 2 presentations Videos: "Deciding Whether a Source is Credible," "Evaluating Print Resources," and "Evaluating Web Resources"	Exercise 1 Quiz 3	50 40
4	1 presentation Videos: "When and Why to Paraphrase," "Changing Words and Sentence Structure," and "When and Why to Write a Summary"	Exercise 2 Quiz 4	50 40
5	MLA: <i>The Mindtap English Handbook</i> Ch. 16 Video: "Using MLA Format" APA: <i>The Mindtap English Handbook</i> Ch. 17 Video: "Using APA Format" CMS and Turabian: Harbrace pdf Ch. 15 CSE: Harbrace pdf Ch. 16	Annotated Bibliography Quiz 5	200 40

	All styles: Video: “Consulting Print and Online Sources,” “Using Summaries in an Annotated Bibliography” 1 presentation 2 websites style guide websites style guide presentations		
6	<i>The Mindtap English Handbook: Ch. 2</i> Video: “Checking Source Use While Revising” 2 websites	Research Draft	200
7	<i>The Mindtap English Handbook: Ch. 3</i> 1 presentation	Research Final Essay	200
8	Discussion Board Forum	Reflection Discussion Board	100
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**.