



GEORGETOWN UNIVERSITY
Semester in Washington, DC Program

SWGT 306-01; SWIA 306-02; SWLW 306-03; SWBU 306-06; SWJP 306-07
RESEARCH SEMINAR (3 CREDIT HOURS)
SPRING 2012

<i>Faculty Information:</i>	Dr. Gregory Havrilak
<i>Faculty Contact Information:</i>	gch9@georgetown.edu; 703-994-8360
<i>Faculty Office Hours & Location:</i>	Mondays 5:00-6:00 PM, ICC Atrium, or by appointment
<i>Course Meeting Times & Location:</i>	Mondays and Fridays, 9:30-10:45 AM, 3307 M St, NW, 2 nd Fl (Note: First Class on 1/11)

OBJECTIVES

The whole point of the scholarly life is not the memorization of dusty facts and figures but the creation of new knowledge. Students in this seminar will do exactly that: Relying on the myriad scholarly and cultural resources offered by the greater Washington Area, each seminar participant will conceive and execute a research project on a topic of leadership, ethics, social justice or law. The research project can be a standalone project or a discrete element of a larger project that the student envisions undertaking at her/his home institution after returning from Washington. Either case, the student will complete a 15-page written report on the project or a non-traditional report (for example, a Web site or a multimedia project) of comparable heft. In the weekly seminar, students will learn new skills and will help each other refine their projects as they unfold.

REQUIREMENTS

Reading Materials: Two books were ordered at the University Bookstore:

- *Writing Research Papers: A Complete Guide*, Thirteenth Edition, by James D. Lester and James D. Lester, Jr., Published by Longman-Pearson, 2009. ISBN-13:978-0-205-65192-4. By obtaining this text students may utilize the services of www.MyCompLab.com. Book was ordered at the University Bookstore.
- *The Research Process: A Complete Guide and Reference for Writers*, Second Edition, by Martin Maner, Published by McGraw-Hill, 2000. Book was ordered at the University Bookstore.

Class Grades will be based on your performance on the following three components:

Weekly Assignments: (33% of final grade): eight written assignments are due at the beginning of class

Weekly Participation: (33% of final grade): Because this is a seminar, for each class you will be graded on the amount and substantiveness of your participation. Late arrivals and early departures will be penalized.

Final Project: (34% of final grade): You will plan and execute a research project and submit a report on it. The research project should address a topic in ethics, social justice, leadership, law, politics, religion or international affairs, and should utilize information resources in the Washington, DC area. If you choose a traditional written report, it must be 15-20 pages in length, not including title page, references, tables or figures, and must follow APA or MLA style. If you choose a non-traditional format for your report (e.g., multimedia or a Web site), its content must be submitted in APA or MLA format.

The final project will affect your grade in several aspects:

1. On March 23 you must submit a draft version of your final project. During class, we will read and review the draft. The draft is worth 5 percent of your grade for the course; your critique of someone else's draft is worth an additional 5 percent.
2. Before the last class, you must submit a consultation about the draft at the Writing Center, 217A Lauinger Library. This can be before you submit a draft or afterward. You would be well advised make an appointment; this can be done online at <http://writingcenter.georgetown.edu>. Submitting documentation that you had this consultation is worth 1 percent of the grade for the course. Submit the documentation on paper by the last class meeting.
3. Before the class, you must have a consultation about the project with a reference librarian at Lauinger Library. This can be before you submit the draft or afterward. You would be well advised to make an appointment; this can be done online at <http://www.library.georgetown.edu/forms/resconf/>. Submitting documentation that you had this consultation is worth 1 percent of the grade for the course. Submit the documentation on paper by the last class meeting.
4. Beginning April 20 and continuing to the last class, students will make an oral presentation about their final project. This oral presentation is worth 5 percent of the grade for the course.
5. By 11:59 PM on May 12, 2012 each student will submit an original report on her/his project. The final report is worth 33 percent of the course grade.

Citation: All work for this class should be typed, double-spaced, spell-checked, have one-inch margins, and use 12-point font. Use APA or MLA format.

Submitting Assignments: To submit your assignment to Turnitin.com, do the following:

1. In order to submit your papers to turnitin.com you will have to go to www.turnitin.com. The first time you go to the site you will click on the link "new user" and create a user profile
2. Class ID number will be given out; Password: to be announced.
3. A movie located at <http://www.turnitin.com/static/training.html> will walk you through the process of setting up your account and submitting your papers.
4. Once you have set up your account you can login and click on the link for the class. Click on the correct assignment and upload your paper.

Weekly Assignments: will be submitted by hard copy at the beginning of class. Your final paper will be submitted to your instructor and Turnitin.com. The final assignment will not count as submitted until it has been uploaded to these sites.

Final Project: Your final paper must include the following components, which will be discussed in class: introduction, literature review, methodology, analysis, and conclusion.

Attendance Policy: Attendance is mandatory. If you need to miss class, it is your responsibility to make sure any assignments are submitted on time. It is also your responsibility to get lecture notes, handouts, etc., from a classmate. You are expected to be in class in mind and spirit as well as in body: Do not text-message or surf the internet during class. Mute your cell phone. Use your laptop only for class-related purposes. A student who misses multiple class sessions may be withdrawn involuntarily from the course or may receive a failing grade, at the instructor's sole discretion.

Seminar students can expect to make class visits to Lauinger Library on campus, in addition to other Washington, DC sites, as announced by your instructor. Scheduled written assignments are still due on these dates even if the class does not meet.

GRADING

Late Submission: Work is due at the beginning of class. No credit will be given for any assignment that is submitted late without the prior approval of the instructor (meaning the student has communicated with the instructor *before* the assignment deadline). An assignment that is submitted late **with** the instructor's approval will have its grade reduced by 10% for every day it is late.

Incomplete Assignments: Incompletes are not available in this course.

Archiving: Any student who receives an A on the final project will have the option of depositing the project in an online archive operated by Lauinger Library at <http://digital.georgetown.edu>. An archived project will be freely available to users through the Web and will be indexed by Google, giving the author increased visibility and prestige.

93-100	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
68-69	D+
63-67	D
60-62	D-
under 60	F

COURSE OUTLINE

First Class is on Wednesday. All Remaining Classes on Mondays & Fridays

1/11: Introduction to the Course; Intro to Scholarly Research; Intro to each other

No Readings. No Assignments

1/13: Writing From Research; Finding a Topic

Readings: Lester, 1-30

1/16: NO CLASS: Dr. Martin Luther King Holiday

1/20: Organizing Ideas and Setting Goals

Readings: Lester, 31-38, Part I

1/23: Organizing Ideas and Setting Goals

Readings: Lester, 31-38, Part II, continued

1/27: Search Strategies in Research; Plagiarism; APA/MLA Style

Readings: Maner, chapters 1 & 2. Neyhart & Karper (2007).

APA Formatting and Style Guide, available online at <http://owl.english.purdue.edu/owl/resource/560/01/>. OR, Kunka, J.L. & Barbato, J. (2008).

MLA Formatting and Style Guide, available online at <http://owl.english.purdue.edu/owl/resource/557/01/>

APA Research Style Crib Sheet. Available online at <http://www.icahdq.org/publications/apacrib.pdf>. OR Scribe, A. (2006).

MLA Style Sheet. Available online at <http://www.docstyles.com>

Assignment: Exercise 3, chapter 2 in Maner: Writing a Statement of Topic. Complete plagiarism tutorial: <http://www.umuc.edu/ewc/tutorial/start.shtml>. Print out Certificate of Completion and bring to class.

1/30: Style II, Turabian

Handouts

2/3: Generating and Argument

Readings: Maner, Chapter 3, 29-46.

2/6: Library Resources

Class meets with Research Librarian at Lauinger Library; Meet in Lobby at 1:00 PM

Readings: Maner, Chapter 4, 47-114

Assignment: Exercise 9, Part 2 in Maner

2/10: Finding Sources

Readings: Lester, 61-83

2/13: Writing a prospectus

Readings: Maner, Chapter 5, 115-124. Or, Lester, chapter 12, 194-212

Assignment: Exercise 8 in Maner (submit in a word processing file, not a journal)

2/17: Reading and Evaluating Sources

Readings: Lester, Chapter 8, 107-131

2/20: NO CLASS: Presidents Day Holiday

2/24: Writing Effective Notes and Creating Outlines

Readings: Lester, Chapter 9, 132-152

2/27: Implementing the Prospectus, I

Readings: Maner, Chapter 6, 125-152

3/2: Implementing the Prospectus, II

Readings: Lester, Chapter 10, 153-168

3/5 – 3/9: NO CLASS – Spring Break

3/12: Using Sources

Readings: Maner, Chapter 7, 153-223

Assignment: Exercise 15 in Maner

3/16: Drafting the Paper in an Academic Style

Readings: Lester, Chapter 10, 153-168

3/19: Writing the Rough Draft

Readings: Maner, Chapter 9, 268-300

Assignment: Exercise 17 in Maner

3/23: How to Revise

Readings: Maner, Chapters 10 & 11, 301-350. Or, Lester, Chapter 13, pp. 220-238

Assignments: Exercise 19 in Maner

3/26: The Footnote System, I

Readings: Lester, Chapter 16, 310-318

3/30: The Footnote System, II

Readings: Lester, Chapter 16, 318-337

4/2: Writing the Body of the Research Paper

Readings: Lester, Chapter 12, 201-206

4/6: NO CLASS: Easter Break

4/9: NO CLASS: Easter Break

4/13: Writing the Conclusion of the Research Paper

Readings: Lester, Chapter 12, 207-212

4/16: Editing the Research Paper,

Readings: Maner, Chapter 11, 321-350

4/20: Class Oral Presentations & Peer Review

4/23: Class Oral Presentations & Peer Review

4/27: Class Oral Presentations & Peer Review

4/30: Class Oral Presentations & Peer Review

MAY 12, 2012 by 11:59 PM: FINAL RESEARCH PAPERS DUE (Hard Copy)

Please note: Additional seminar class meetings may be announced to make up for class visitations, and/or to accommodate student presentations, as determined by the instructor. Seminar students may utilize the remaining time to finalize their research papers/projects, meet with their instructor, or appropriate library personnel. In any case all research papers/projects must be submitted to the instructor and Turnitin.com by the due date.

ACADEMIC INTEGRITY AND HONOR CODE

Academic Integrity: Without regard to motive, student conduct that is academically dishonest, evidences lack of academic integrity or trustworthiness, or unfairly impinges upon the intellectual rights and privileges of others is prohibited. A non-exhaustive list of prohibited conduct includes: cheating on exams and other assignments, committing plagiarism, using false citations, submitting work for multiple purposes, submitting false data, falsifying academic documentation, abuse of library privileges, and abuse of shared electronic media. All students in this course are expected to follow Georgetown's honor code unconditionally. We assume you have read the honor code material located at www.georgetown.edu/honor, and in particular have read the following documents: Honor Council Pamphlet, "What is Plagiarism?", "Sanctioning Guidelines", and "Expedited Sanctioning Process." Papers in this course will all be submitted to turnitin.com for checking.

Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for a Textual Similarity Review to Turnitin.com for the detection of plagiarism. All submitted papers will be added as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site.

Plagiarism: The presentation of someone else's ideas or work as your own, without proper acknowledgement is the worst crime a scholar can commit. The sources for all information and ideas in your papers that are not your own must be documented using the documentation system followed by the American Psychological Association or the Modern Language Association. In addition, all quotations must be identified as quotations, using quotation marks and documentation of the source of the quotation. Anything less than these standards is plagiarism and will be treated as such. Work that appears to have been plagiarized or otherwise violated the Honor Code (see below) will be reported to Georgetown's Honor Council. If the Council finds that the work violates the university's standards of academic honesty, the work will receive a grade of zero for the assignment for the first offense; a second infraction will earn an F for the course. The Honor Council may impose sanctions of its own as well.

The Honor Code Pledge:

In the pursuit of the high ideals and rigorous standards of academic life,
I commit myself to respect and uphold the Georgetown University Honor System:
To be honest in any academic endeavor, and
To conduct myself honorably, as a responsible member of the Georgetown community, as we
live and work together.

OTHER ITEMS

Recording: Audio and/or video recording in class is strictly prohibited.

Acknowledgement: Grateful acknowledgement is given to Dr. Vincent Kiernan, who has kindly given permission to use his syllabus for this seminar.

Students with Disabilities Policy: Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow their offices time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter for ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Georgetown Writing Center: As a member of the Georgetown community, you will have full access to the University Writing Center (<http://writingcenter.georgetown.edu>) located in Lauinger Library 217A. Offered to students at all levels, the center's tutoring has proved helpful to those wishing to improve their grammar and style, to respond more effectively to assignments, to learn to organize both short papers and lengthy research projects, and to turn first drafts into publishable projects. Some students seek assistance on a regular basis; some only occasionally. For well-established students, the writing tutors have also offered on-line help, responding to questions about papers submitted through email attachments and counseling students through phone conference.

Classroom Etiquette: Students should turn off all cell phones, papers, or other communication devices in class. Class discussion should be respectful and considerate of others' views and opinions.

Inclement Weather, School Closing, Emergency Information: During inclement weather or other emergencies, check <http://preparedness.georgetown.edu>, or call (202) 687-7669 for information about school/event closings. If the university is open, class will meet on schedule. Should the university be closed class will not meet, however, any writing assignments submitted through Blackboard will be due as usual. Students are advised to sign up for the text messaging service for instant notification of school closings. You may sign up for this service at Student Access+.

End of Syllabus