

REQUEST FOR APPROVAL TO USE W-DESIGNATION

LSC # WI-230
Action _____

COVER SHEET: Request for Approval to Use W-Designation

TYPE I. PROFESSOR COMMITMENT

- Professor DR. DREW DAVIDSON Phone 7-5567
 Writing Workshop? (If not at IUP, where? when?) MM 19+20, 2003
 Proposal for one W-course (see instructions below)
 Agree to forward syllabi for subsequently offered W-courses?

TYPE II. DEPARTMENT COURSE

- Department Contact Person _____ Phone _____
 Course Number/Title _____
 Statement concerning departmental responsibility
 Proposal for this W-course (see instructions below)

TYPE III. SPECIFIC COURSE AND SPECIFIC PROFESSOR(S)

- Professor(s) _____ Phone _____
 Course Number/Title _____
 Proposal for this W-course (see instructions below)

SIGNATURES:

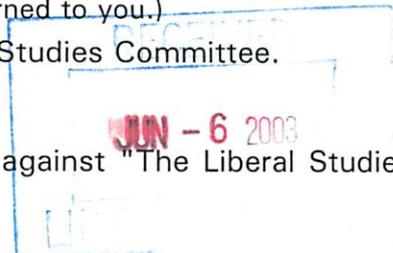
Professor(s) _____
Department Chairperson Scott P. Drott
College Dean Edward W. Nardi
Director of Liberal Studies Cheryl Allen Sept 3, 2003

COMPONENTS OF A PROPOSAL FOR A WRITING-INTENSIVE COURSE:

- I. "Writing Summary"--one or two pages explaining how writing is used in the course. First, explain any distinctive characteristics of the content or students which would help the Liberal Studies Committee understand your summary. Second, list and explain the types of writing activities; be especially careful to explain (1) what each writing activity is intended to accomplish as well as the (2) amount of writing, (3) frequency and number of assignments, and (4) whether there are opportunities for revision. If the activity is to be graded, indicate (5) evaluation standards and (6) percentage contribution to the student's final grade.
- II. Copy of the course syllabus.
- III. Two or three samples of assignment sheets, instructions, or criteria concerning writing that are given to students. Limit: 4 pages. (Single copies of longer items, if essential to the proposal, may be submitted to be passed among LSC members and returned to you.)

Please number all pages. Provide one copy to Liberal Studies Committee.

Before you submit: Have you double-checked your proposal against "The Liberal Studies Committee's Most Frequently Asked Questions"?



Indiana University of Pennsylvania
The Liberal Studies Program

certifies that

Andrew Davidson II

has participated in the *IUP Writing Workshop*
with facilitator Dr. Robert Yagelski

May 19 and 20, 2003



A handwritten signature in cursive script, likely of Mary E. Sadler, written over a horizontal line.

Mary E. Sadler
Director
Liberal Studies

Summary Chart for Writing Assignments

A. Writing Assignments					
Assignment Title	# of Assignments	# of total pages	Graded (Yes/No)	Opportunity for Revision (Yes/No)	Written Assignment represents what % of final course grade
Concept Maps	2	2	Yes	No	10%
Literature Reviews	2	10	Yes	Yes	20%
Research Papers	2	20	Yes	Yes	45%
Abstracts	2	2	Yes	No	15%
Peer Reviews	4	4	Yes	No	10%
Totals	12	36	NA	NA	100%

COMM 302: Research in Communications Media
Section W01 Spring 2003
MWF 11:45 – 12:45 | B-23 Davis

Drew Davidson, Ph.D.
Stouffer Hall, Room 123
drew@iup.edu
724.357.5967
Office Hours: MWF 1-2, MT 4-5

Course Description:

Prerequisites: COMM 150, ENGL 101 and 202 (Grade of C or better)

Designed to provide knowledge of the resource materials and research strategies used in the communications media field. Students will design basic data gathering instruments, collect data, and assimilate information from various sources and data into communication products, services, or documents.

Course Objectives:

By the end of this course a successful student will be able to:

- Explain the basic purposes and strategies of research used in the field of communications media;
- List and define the basic types of communication research;
- Design basic data gathering instruments, such as audience surveys and interviews, and use those instruments to gather data for use in written reports;
- Acquire a working knowledge of library resources and utilize those resources in writing assignments;
- Demonstrate and list the primary ways in which research results are communicated to audiences and communication professionals;
- Use the Internet and other electronic data bases to gather information;
- Revise documents to improve writing as appropriate to the stated research question and desired outcome; and
- Design, research and write documents of a professional quality for inclusion in a senior portfolio.

Recommended Reference Books:

APA Manual (5th Edition). Published by the American Psychological Association.

MLA Handbook (5th Edition). Published by the Modern Language Association.

Bonus Points

- Writing Center Paper Review of 1st Paper (2 bonus points on paper grade)
- Writing Center Paper Review of 2nd Paper (2 bonus points on paper grade)

Evaluation Methods

- 1st Set of Concept Maps (5% of Grade)
- 1st Literature Review (10% of Grade)
- 1st Paper (20% of Grade)
- 2nd Set of Concept Maps (5% of Grade)
- 2nd Literature Review (10% of Grade)
- 2nd Paper (25% of Grade)
- Final Abstracts/Submissions for conference/publication (15% of Grade)
- Peer Reviews (10% of Grade)

Grading Scale

90% to 100%	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
0% to 59%	F

Attendance Attend classes regularly and you should have no problem passing this course. You are expected to be at all classes; however, life happens and you miss class. You are allowed 3 unexcused absences. After that, your final grade will drop a point for each unexcused absence. Attendance will be taken by a sign-in sheet each day of class. It is your responsibility to sign in. To get an absence excused you must bring your excuse the next class period that you attend. Excessive absences could mean a forced withdrawal of the student from the course. However, withdrawing from the course for any reason is the student's responsibility. If a student does not initiate and follow through on the drop, an "F" may be given for the course. Falling behind in this course is a serious problem with very little opportunity to catch up due to the vast amount of information that must be covered. If a student must miss class, it is the student's responsibility to contact the instructor prior to the missed class. Students will also be responsible for getting missed notes from the other students.

Special Circumstances Should you have a learning, sensory, or psychiatric disability, please let me know early in the semester so that your learning needs can be appropriately met.

Honor Code I would like this class to operate under an honor code. This code will require you, as students, to complete your own work and to accept "no unauthorized assistance." When you sign your name to your work, it is a pledge that you have followed this honor code. If you have any questions about what constitutes "authorized" and "unauthorized" assistance, please feel free to talk with me.

Special Note 1 Changes may be made in the schedule and assignments throughout the semester. All changes will be made in writing and given to you in advance. Hopefully, it will not be necessary to make any changes, but if unforeseen problems arise, we will deal with them at that time.

Special Note 2 Issues addressed in any course can sometimes arouse strong and diverse opinions, which represent opportunities to learn. We will all benefit from considering experiences, beliefs and opinions that differ from our own. Therefore, all members of the class are expected to show respect for each other and the ideas expressed. I hope we will actively appreciate and encourage the free expression of a variety of diverse points of view.

Special Note 3 Please do not bring cellular phones, pagers and/or beepers to class. If you simply must bring them, turn the sound off. Unless it is an emergency, it is totally unacceptable to get up during class to answer a call, especially during performances.

Email The class will function with email messages. I will often use email to make class announcements. You need to get an IUP account otherwise you will miss these messages.

Due Date Policy:

All assignments are due on the day they are scheduled in the course calendar below. These due dates will be strictly enforced. Any graded assignment turned in after the due date will automatically be lowered 10 out of 100 points each week it is late. If a graded assignment is turned in more than 2 weeks late it will receive 0 points.

If you know an assignment is going to be late, it is strongly recommended that you contact your instructor through e-mail or voice mail before the due date. If necessary, the instructor may renegotiate the due date to accommodate whatever problems you are having. The instructor will be very flexible if problems with due dates are identified prior to the date. The instructor will be much less flexible about renegotiating due dates when notified about problems after the date has passed.

Problems? Questions? If you have any problems, questions, or you just want to talk, I encourage you to see me, email me, or call me. I am here to help you, and if I can't, I will try to point you in the right direction.

Course Calendar:

January 13, 15, 17

Syllabus
Communication Research
Research Strategies

January 22, 24

Internet Research
Survey Research
Topics Confirmation
Concept Maps (Inspiration)

January 27, 29, 31

1st Concept Map 1 Due – 1/27
Introduction to Problem Statement
Problem Statement Workshop
Problem Statement Peer Review
Introduction to Critical Evaluation

February 3, 5, 7

1st Literature Review w/ Peer Reviews Due – 2/7
Introduction to Literature Review
Introduction to Summary of Literature
Literature Review Peer Review

February 10, 12, 14

1st Concept Map 2 w/ Peer Reviews Due – 2/12
Elements of Effective Writing
Introduction to Bibliographies
Introduction to APA/MLA Formats

February 17, 19, 21

The Writing Center (<http://www.wc.iup.edu/>)
Applied Research Lab (<http://www.arl.iup.edu/>)

February 24, 26, 28

1st Paper Due – 2/28

March 3, 5, 7

SPRING BREAK

March 10, 12, 14

2nd Concept Map 1 Due – 3/14
Writing Workshops

March 17, 19, 21

2nd Concept Map 2 – 3/21
Writing Workshops

March 24, 26, 28

Writing Workshops

March 31, April 2, 4

Writing Workshops

April 7, 9, 11

2nd Paper w/ Lit. Review Due – 4/7
Peer Reviews of 2nd Paper Due – 4/11

April 14, 16, 18

Abstracts
Conferences and Publications
Networking

April 21, 23, 25

Knowing How to Break the Rules
Creative Academic Work
Abstracts Due – 4/25

April 30

10:15 – 12:15
Peer Reviews of Abstracts/Submissions Due

Topic Statement Guidelines

Below are guidelines for you to make sure your Topic Statement is strong.

1. _____. Your Topic Statement takes a stand.
2. _____. Your Topic Statement justifies discussion.
3. _____. Your Topic Statement expresses one main idea.
4. _____. Your Topic Statement is specific.

Topic Statement Peer Review Exercise

Complete this form for each of the Topic Statements placed in front of you. Save each one using the following file name. psr_authorslastname_authorsusername_yourlastname

For example, if your name is Maggie Jones and you are reviewing Pat Smith's (username ykvb) document, you would save the review as psr_smith_ykvb_jones. When you have reviewed all of your assigned documents, place them in the handin folder on the P drive. Your instructor will place a copy of the peer reviews in author's folder on the P drive.

These peer reviews will be graded based on the extent and quality of your feedback. Short, vague suggestions may result in a poor peer review grade for the literature review. Ask your instructor for help if necessary. Respond to each item below by typing in the yellow box.

1. What is your name?

1.B. What is the author's name?

2. Does the topic statement take a stand? Yes or no, and explain.

3. Does the topic statement justify discussion? Yes or no, and explain.

4. Does the topic statement express one main idea? Yes or no, and explain.

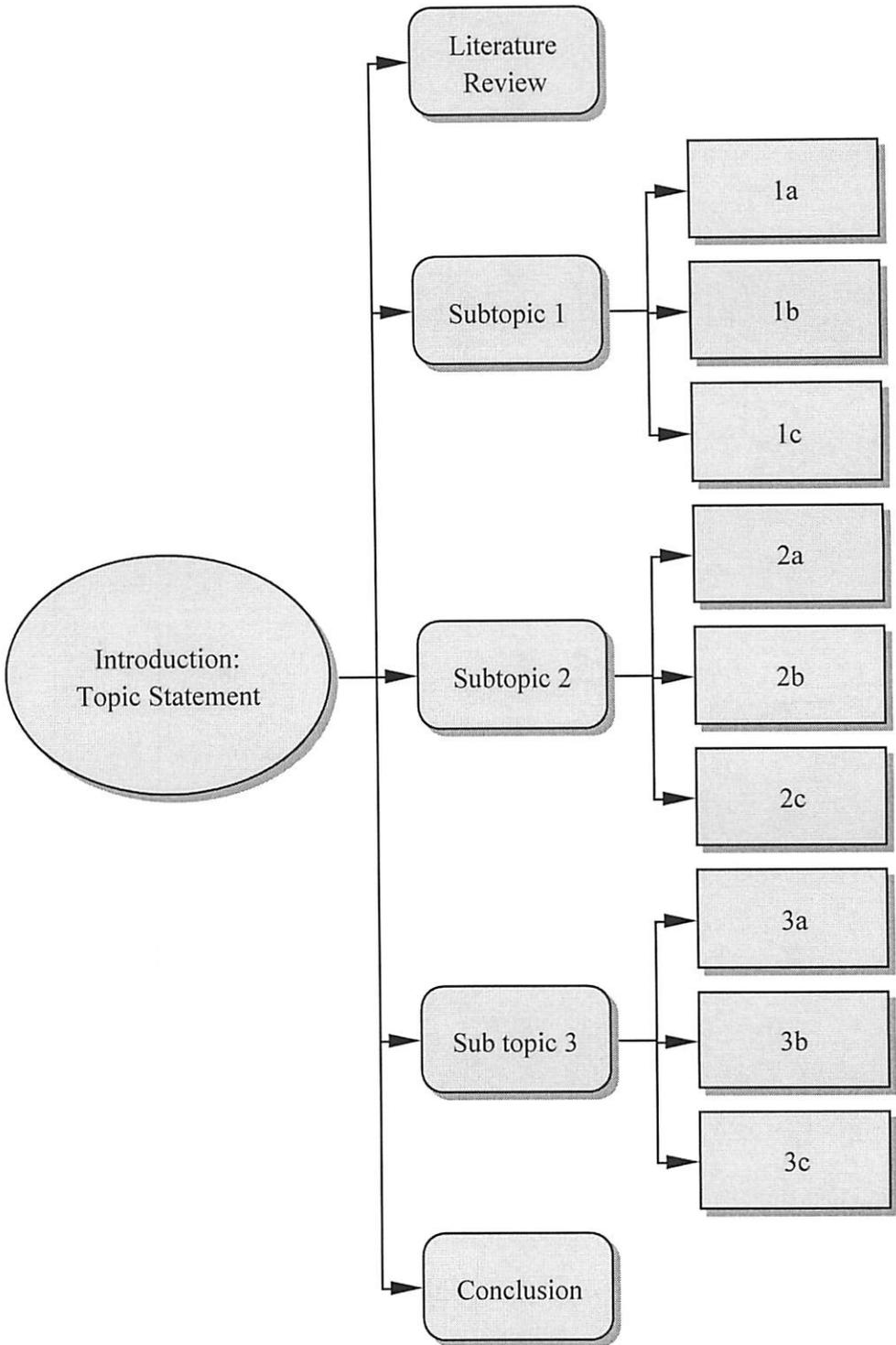
5. Is the topic statement specific? Yes or no, and explain.

Concept Map Guidelines

Below are guidelines for you to make sure your Concept Map is complete.

1. _____. Your Concept Map includes your topic statement as your main idea.
2. _____. You have 3 subtopics each with at least 3 connected ideas.
3. _____. Your subtopics relate to your topic statement.
4. _____. Your connected ideas relate to each associated subtopic.
5. _____. Your subtopics are in a chosen order.
6. _____. Your Concept Map shows the beginnings of your paper's organization.

example of a concept map



Concept Map Peer Review Exercise

Complete this form for each of the concept maps placed in front of you. Save each one using the following file name. cmr_authorslastname_authorsusername_yourlastname

For example, if your name is Maggie Jones and you are reviewing Pat Smith's (username ykvb) document, you would save the review as cmr_smith_ykvb_jones. When you have reviewed all of your assigned documents, place them in the handin folder on the P drive. Your instructor will place a copy of the peer reviews in author's folder on the P drive.

These peer reviews will be graded based on the extent and quality of your feedback. Short, vague suggestions may result in a poor peer review grade for the literature review. Ask your instructor for help if necessary. Respond to each item below by typing in the yellow box.

1. What is your name?

1.B. What is the author's name?

2. Does the concept map include a topic statement? Yes or no.

3. Is the concept map include 3 subtopics each with at least 3 connected ideas? Yes or no.

4. Do the subtopics relate to the topic statement? Yes or No. Explain.

5. Do the connected ideas relate to each associated subtopic? Explain.

6. Are the subtopics in an order that makes sense (do they build from one to the next)? Explain.

7. Overall, does the concept map illustrate the beginnings of a paper? Explain.

Literature Review Guidelines

Below are guidelines for you to make sure your Literature Reviews is complete.

1. _____. You have at least 1 paragraph that clarifies what is meant by your topic (w/ definitions if needed)
2. _____. You have at least 1 paragraph that states why your topic is interesting/current?
3. _____. You have at least 1 paragraph that notes why your topic is significant to the communications field.
4. _____. You have at least 1 paragraph that identifies any controversies that need resolving (if any).
5. _____. You have at least 1 paragraph that indicates if your topic is of special interest to a particular group
6. _____. You have at least 1 paragraph that critiques the conduct and validity of the research on the topic
7. _____. You have a final paragraph that notes questions that are still unanswered and segues into your paper
8. _____. Keep your Literature Review short and to the point
9. _____. Back up all statements of fact with your cited sources
10. _____. Your citations and bibliography are in a consistent format (either MLA or APA).
11. _____. Your bibliography includes at least 10 sources in alphabetical order.
12. _____. Your cited sources relate to the topic of the paper.

Literature Review Peer Review Exercise

Complete this form for each of the Literature Reviews placed in front of you. Save each one using the following file name. psr_authorslastname_authorsusername_yourlastname

For example, if your name is Maggie Jones and you are reviewing Pat Smith's (username ykvb) document, you would save the review as psr_smith_ykvb_jones. When you have reviewed all of your assigned documents, place them in the handin folder on the P drive. Your instructor will place a copy of the peer reviews in author's folder on the P drive.

These peer reviews will be graded based on the extent and quality of your feedback. Short, vague suggestions may result in a poor peer review grade for the literature review. Ask your instructor for help if necessary. Respond to each item below by typing in the yellow box.

1. What is your name?

1.B. What is the author's name?

2. Does the Literature Review include at least 1 paragraph that clarifies what is meant by the topic (definitions)? Yes or no, and explain.

3. Does the Literature Review include at least 1 paragraph that states why the topic is interesting (current)? Yes or no, and explain.

4. Does the Literature Review include at least 1 paragraph that states why the topic is significant in the communication field? Yes or no, and explain.

5. Does the Literature Review include at least 1 paragraph that identifies any controversies that need to be resolved (if any)? Yes or no, and explain.

6. Does the Literature Review include at least 1 paragraph that indicates if the topic is a special interest to a particular group of people? Yes or no, and explain.

7. Does the Literature Review include a paragraph that critiques the conduct and validity of the research on the topic? Yes or no, and explain.

8. Does the Literature Review include a paragraph that proposes research questions that are still unanswered in the literature? Yes or no, and explain.

9. Is the Literature Review short and to the point?

10. Are all statements of fact backed up with cited sources?

11. Are the citations and bibliography in a consistent format (either MLA or APA)?

12. Does the bibliography have a least 10 sources in alphabetical order?

13. Do the sources relate to the topic of the paper? Yes or no, and explain.

Paper Guidelines

Below are guidelines for you to make sure your Paper is complete.

1. _____. You have a clear introduction that includes your topic statement, subtopics and lit. review, relating what you are going to cover in your paper (say what you're going to say).
 - a. _____. Your Topic Statement takes a stand.
 - b. _____. Your Topic Statement justifies discussion.
 - c. _____. Your Topic Statement expresses one main idea.
 - d. _____. Your Topic Statement is specific.
2. _____. You have your subtopics covered in good detail in the body of your paper (say it).
3. _____. You include your literature review either directly after your introduction, or right before your conclusion.
 - a. _____. Your lit review has at least 1 paragraph that clarifies what is meant by your topic (w/ definitions if needed)
 - b. _____. Your lit review has at least 1 paragraph that states why your topic is interesting/current?
 - c. _____. Your lit review has at least 1 paragraph that notes why your topic is significant to the communications field.
 - d. _____. Your lit review has at least 1 paragraph that identifies any controversies that need resolving (if any).
 - e. _____. Your lit review has at least 1 paragraph that indicates if your topic is of special interest to a particular group
 - f. _____. Your lit review has at least 1 paragraph that critiques the conduct and validity of the research on the topic
 - g. _____. Your lit review has a final paragraph that notes questions that are still unanswered and segues into your paper
4. _____. You have a clear conclusion that summarizes your paper and leaves us with a closing comment (say what you said).
5. _____. Double-check your grammar and spelling (don't just use the tools in Microsoft Word) read your paper and make sure your sentences are concise and correct and that you don't have any spelling errors.
6. _____. Back up all statements of fact with your cited sources.
7. _____. Make sure your citations in your paper and your bibliography are in a consistent format. (MLA or APA).
8. _____. Your bibliography includes at least 10 sources in alphabetical order.
9. _____. Your cited sources relate to the topic of the paper.
10. _____. Your paper is written clearly, with good organization and transitions between points.

Paper Peer Review Exercise

Complete this form for each of the Papers placed in front of you. Save each one using the following file name.
psr_authorslastname_authorsusername_yourlastname

For example, if your name is Maggie Jones and you are reviewing Pat Smith's (username ykvb) document, you would save the review as psr_smith_ykvb_jones. When you have reviewed all of your assigned documents, place them in the handin folder on the P drive. Your instructor will place a copy of the peer reviews in author's folder on the P drive.

These peer reviews will be graded based on the extent and quality of your feedback. Short, vague suggestions may result in a poor peer review grade for the literature review. Ask your instructor for help if necessary. Respond to each item below by typing in the yellow box.

What is your name?

What is the author's name?

1. Is there a clear introduction that includes a topic statement, subtopics and lit. review, relating what is going to be covered in the paper?

a. Does the topic statement take a stand? Yes or no, and explain.

b. Does the topic statement justify discussion?? Yes or no, and explain.

c. Does the topic statement express one main idea? Yes or no, and explain.

d. Is the topic statement specific? Yes or no, and explain.

2. Are the subtopics covered in good detail in the body of the paper? Yes or no, and explain.

3. Is the Literature Review included either directly after the introduction, or right before the conclusion? Yes or no.

a. Does the Literature Review include at least 1 paragraph that clarifies what is meant by the topic (definitions)? Yes or no, and explain.

b. Does the Literature Review include at least 1 paragraph that states why the topic is interesting (current)? Yes or no, and explain.

c. Does the Literature Review include at least 1 paragraph that states why the topic is significant in the communication field? Yes or no, and explain.

- d. Does the Literature Review include at least 1 paragraph that identifies any controversies that need to be resolved (if any)? Yes or no, and explain.

- e. Does the Literature Review include at least 1 paragraph that indicates if the topic is a special interest to a particular group of people? Yes or no, and explain.

- f. Does the Literature Review include a paragraph that critiques the conduct and validity of the research on the topic? Yes or no, and explain.

- g. Does the Literature Review include a paragraph that proposes research questions that are still unanswered in the literature? Yes or no, and explain.

4. Is the conclusion clearly written, summarizing the paper and ending with a closing comment? Yes or no, and explain.

5. Is the writing grammatically correct and free of spelling errors? Yes or no.

6. Are all statements of fact backed up with cited sources? Yes or no.

7. Are the citations and bibliography in a consistent format (either MLA or APA)? Yes or no.

8. Does the bibliography have a least 10 sources in alphabetical order? Yes or no.

9. Do the sources relate to the topic of the paper? Yes or no, and explain.

10. Overall, is the paper clearly written, with good organization and transitions between points? Yes or no, and explain.

Abstract Guidelines

Below are guidelines for you to make sure your Abstract is complete. Use these guidelines for both of your abstracts.

1. _____. You include your abstract and bibliography of your paper.
2. _____. Your abstract is about 250-500 words (about 1 page) and has the title of the paper.
3. _____. You include the thesis statement from the paper in your abstract.
4. _____. State why you did the paper.
5. _____. Explain what you did with the paper and how you did it.
6. _____. Explain your conclusion and what that means.
7. _____. Effectively and clearly summarize the paper.
8. _____. Your abstract is easy to understand.
9. _____. Your bibliography is in a consistent format (either MLA or APA).
10. _____. Your bibliography includes at least 10 sources in alphabetical order.
11. _____. Your cited sources relate to the topic of the paper.

**The 302 International Communications Media Research Annual Conference
(ICMRAC)
Call for Papers**

The ICMRAC happily invites submissions of papers and proposals for presentation panels for our upcoming annual conference.

DEADLINE: CFP submissions will be accepted up to 12/4/02. After this, no submissions will be accepted.

GUIDELINES: Each CFP submission must contain the following in order to be considered:

- 1 – An Abstract with Title of Paper.
- 2 – A complete and appropriately formatted bibliography.

Please get all submissions in the HandIn Folder of the P Drive in order to be peer-reviewed for acceptance.

Any questions should be directed to Drew Davidson (drew@iup.edu)

Thank You.

**The 302 International Communications Media Research Journal (ICMRJ)
Call for Papers**

The ICMRJ happily invites submissions of papers and articles for a special issue of our quarterly journal.

DEADLINE: CFP submissions will be accepted up to 12/4/02. After this, no submissions will be accepted.

GUIDELINES: Each CFP submission must contain the following in order to be considered:

- 1 – An Abstract with Title of Paper.
- 2 – A complete and appropriately formatted bibliography.

Please get all submissions in the HandIn Folder of the P Drive in order to be peer-reviewed for acceptance.

Any questions should be directed to Drew Davidson (drew@iup.edu)

Thank You.

Call For Paper (CFP) Review

Complete this form for each of the Abstracts assigned to you. Save each one using the following file name. cfp_yourlastname_youemail_authorslastname

For example, if your name is Maggie Jones (and your email is ykvb) and you are reviewing Pat Smith's document, you would save the review as jones_ykvb_smith. When you have reviewed all of your assigned documents, place them in the handin folder on the P drive, or email them to me at drew@iup.edu.

These peer reviews will be graded based on the extent and quality of your feedback. Short, vague suggestions may result in a poor Abstract peer review grade. Ask your instructor for help if necessary. Respond to each item below by typing in the yellow box.

1. What is your name?

1.B. What is the author's name?

2. Does the Abstract include all the necessary parts (abstract and bibliography)? Yes or no.

3. Is the abstract the right length (about 250-500 words, about 1 page) and include the title of the paper? Yes or no.

4. Does the abstract include the thesis statement from the paper? Yes or no.

5. Does the abstract state why the author did this paper? Yes or no, and explain.

6. Does the abstract explain what the author did with the paper, and how they did it? Yes or no, and explain.

7. Does the abstract explain what they concluded in their paper, and what that conclusion means? Yes or no, and explain.

8. Does the abstract effectively and clearly summarize the paper? Yes or no, and explain.

9. Is the abstract easy to understand? Yes or no, and explain.

10. Is the bibliography in a consistent format (either MLA or APA)? Yes or no.

11. Does the bibliography include at least 10 sources in alphabetical order? Yes or no.

12. Do the sources cited in the bibliography relate to the topic of the paper? Yes or no, and explain.

13. Does this Abstract describe a paper you would like to read? Yes or no, and explain. If no, provide suggestions for how to improve the Abstract. If yes, provide an explanation as to why it did so well.

