

**INTRODUCTION TO ENGLISH 103**

1. Welcome to the Research Paper course. This class will prepare you to write effective college research papers and will focus on the process involved. You will learn to gather sources and ideas, draft, write, revise, establish proper documentation of sources, and proofread. In this course, you will also learn how to synthesize and evaluate source materials and integrate them into a research paper that supports a thesis or central idea with vivid and effective language. Much of this process will take place in class as you discuss your ideas and drafts with your peers and your instructor.
2. You will write at least 2 drafts of either: a) 1 research paper with a minimum length of 1,800 words and 3 sources, or b) 2 research papers of 1,000 words each.
3. Your instructor will guide you through the process of finding relevant sources, using quotations, paraphrases, and summaries in your paper and using correct MLA format for parenthetical citation and the Works Cited or Sources page.
4. You will also learn to avoid plagiarism. Any student who plagiarizes will be given a failing grade.
5. The prerequisite for ENG 103 is ENG 101, unless ENG 103 is included in a Liberal Arts Cluster. If you have not passed the CUNY-ACT, you may not take this class.
6. You will need to buy the required text(s) and materials including a dictionary, appropriate size paper, and, if required by your instructor, a computer storage device.
7. You should keep all graded and ungraded assignments. Additionally, you should keep a source folder with copies of all sources that you use in your assignments.
8. All drafts of the research paper must be typed. In your physical preparation of the manuscript—including titles, margins, spacing, and documentation—you will be required to follow MLA style.
9. You will attend a library orientation session in order to learn how to find books, newspaper and magazines articles, and other sources related to the topic of your paper, and your instructor will take you as a class to the library to offer hands-on guidance in the research process.
10. Writers benefit from feedback about their work. Part of this feedback will come from in-class peer-critiquing. Failure to complete preliminary assignments in the research paper process is grounds for course failure. Your instructor will respond to your writing both in written comments on your paper and in conferences that you must attend. Your research papers will be evaluated and graded according to content, organization, style, grammar, and your successful integration of other people's words and ideas into your essay, correct in-text parenthetical citation, and correct documentation on the Sources or Works Cited page. Your instructor will also make suggestions for revision (for content, organization, and style) and indicate corrections (in grammar, spelling, and punctuation). You must satisfy the requirements for each assignment, including exercises involving research paper mechanics. Your instructor will explain these requirements to you.

11. Remember that tutors in the Writing Center (E-111) are available to give you additional help in improving your writing skills. The Writing Center is a service that provides free tutoring in writing. You are encouraged to use the Writing Center to help you revise your graded research draft(s), to practice your writing, and to work on areas that are giving you problems. Your instructor may require that you go to the Center if you are having specific writing problems.
12. Your success in this class depends upon your regular attendance and direct participation. You- may have no more than 2 unexcused hours of absences from class. The instructor determines whether your absences are excused or not and will excuse you for only the most grave reasons. You must come to class on time.
13. In order to pass this course, you must earn a passing grade on the final draft of the research paper, or, if there are two research papers, on both final drafts. You must also satisfactorily complete any preliminary assignments in the staged research process. Your course grade will be computed on the basis of the quality of the written work, e.g. the drafts of the research paper(s) and written exercises. Teachers have the right to refuse or lower the grade for late work. Your instructor will inform you of exactly how your grades will be determined.
14. In ENG 103, you will develop skills and receive preparation needed for success on the College Proficiency Exam (CPE) in several ways. Aside from providing general training in expository writing—with emphases on logic, coherence, organization of ideas, and use of research materials—your instructor will reinforce competence in grammar and will teach you how to respond to more than one text in a single essay.
15. Your instructor will give you a detailed syllabus.

**Your instructor in ENG 103 will do the following:**

1. Introduce you to ways of gathering, evaluating, and synthesizing print and on-line sources in the development of a coherent research paper that supports a particular point of view.
2. Provide you with intensive instruction and practice in identifying, locating, and interpreting research materials in order to use the library successfully.
3. Enable you to draft, write, and revise either a research paper of at least 1,800 words or two research papers of at least 1,000 words each.
4. Provide you with an understanding of plagiarism and its consequences and familiarize them with ways of avoiding it.
5. Enable you to use quotation and parenthetical citation effectively and correctly and assemble proper documentation of sources on a Works Cited page.
6. Reinforce the concepts of thesis development, paragraph structure, and essay organization taught in ENG 101.

**At the end of the course, you will be able to do the following:**

1. Gather, evaluate and synthesize print and on-line sources in the development of a coherent research paper that supports a particular point of view.
2. Identify, locate, and interpret research materials in order to use the library successfully.
3. Draft, write, and revise either a research paper of at least 1,800 words or two research papers of at least 1,000 words each.
4. Identify plagiarism, its consequences, and ways of avoiding it.
5. Use quotation and parenthetical citation effectively and correctly and assemble proper documentation of sources on a Works Cited page.
6. Write research papers that include a well-developed thesis, exhibit effective paragraph structure, and include appropriate organization.

*We hope you have an enjoyable and intellectually stimulating experience in this course.*