

**Brescia University College**

**Writing 1020F – Section 530, Fall 2011  
Introduction to University Essay Writing**

Monday 4:30-5:30; Wednesday 3:30-5:30 (BR-MRW 153)

**Instructor: Professor Joan Ellsworth**

**email:** jellswo3@uwo.ca

Office: St. James (Room 40)

Phone: 519-432-8353 ext. 28044

**Office Hours:** Monday 2:30-3:30 and Wednesday 1:00-2:00 or by appointment

**Course Description:** This course introduces students to academic writing conventions. It is intended for first-year students in all disciplines. A variety of strategies will be considered to help students become stronger writers and thinkers. Discussions and workshops will cover topics such as the writing process, scholarly research and argument, sentence structure, paragraphs, grammar, and clarity and style.

**Course Antirequisites:** Writing 1021F/G, Writing 2101F/G

**Course Objectives:** By the end of this course, students will be able to:

1. Identify and evaluate academic sources.
2. Summarize and paraphrase written arguments.
3. Use planning and drafting strategies to write an essay.
4. Develop unified and coherent paragraphs.
5. Defend an argument using a clear thesis, a variety of rhetorical strategies, and effectively incorporated sources.
6. Write an essay in APA or MLA format, including accurate Reference or Works Cited lists.
7. Recognize grammar, mechanics and punctuation conventions in written texts, and incorporate the conventions in written work.
8. Respond to a writing sample, orally and in writing, using strong examples to highlight ideas.

**Course Materials:**

Two texts are required and available at the UWO bookstore.

1. Faigley, Lester, Roger Graves, and Heather Graves. *The Brief Penguin Handbook, 2nd Cdn. ed.* (with My Canadian Comp Lab) Toronto: Pearson, 2011.
2. Flachmann, Kim, Michael Flachmann, Alexandra MacLennan, and Jamie Zeppa. *Reader's Choice, 6<sup>th</sup> Cdn. ed.* Toronto: Pearson, 2010.

It will also be helpful to have a Canadian dictionary such as the Oxford or Penguin concise paperbacks.

## ASSESSMENT:

WRITING 1020F (530) ASSIGNMENT SCHEDULE		
Assignment	Value	Due Date
Portfolio 1	10%	Wed. Oct. 5
Annotated Bibliography & Outline	10%	Mon. Oct. 17
Portfolio 2	10%	Wed. Nov. 2
Term Paper (Essay): Draft 1 (2 copies) (Required to participate in Peer Response exercises)		Wed. Nov. 9
Peer Response 1: Revising	5%	Wed. Nov. 16
Portfolio 3	10%	Wed. Nov. 30
Peer Response 2: Editing	5%	Wed. Nov. 30
Term Paper (Essay): Final Draft (1250-1500 words)	20%	Wed. Dec. 7
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TERM WORK	70%	
FINAL EXAM	30%	Dec. exam period

**Note:** Students must pass both the term work and the final exam to pass the course.

## ATTENDANCE AND PARTICIPATION:

Classroom attendance and participation are essential for success in the course. Students are expected to read assigned material before class and to come prepared to participate in classroom activities. The course texts and a dictionary should be brought to every class.

All assignments must be submitted on time during scheduled class hours. It is essential to communicate directly with me (the professor) if you experience any challenges attending class or completing work.

### **Academic Accommodation Policy**

Late submissions worth less than 10% will be considered ONLY on humanitarian or medical grounds in consultation with me.

Late submissions worth 10% or more REQUIRE formal academic accommodation as outlined in the attached Brescia Academic Policies and Regulations document. Please consult the document.

## **Portfolios:**

Students will complete weekly in-class writing assignments and at home journal entries. In-class writing assignments must be handed in by the end of class. Journal entries should be typed and submitted to me at the beginning of class. Students will select one journal and one in-class assignment for assessment in each of the first two portfolios. In the third portfolio, students will write a reflection about their work and submit a revised paper for consideration. The reflection, revision, and portfolio completeness will be assessed.

### Research Essay (Annotated Bibliography, Outline and Drafts):

Students will choose a topic of interest to them (from assigned categories) and work through the research and writing process to create a brief researched essay. The work will be completed in stages over the course of the semester as follows:

1. Annotated Bibliography and draft outline
2. Draft essay (1250-1500 words with an appropriate list of relevant and reliable sources)
3. Two Peer Responses
4. Final Essay Draft (1250-1500 words in MLA or APA format)

**Remember to keep a copy of all work.** It is important to develop effective research and record keeping strategies for success as an academic writer. Please print extra hard copies of your submitted drafts and save each file on an external hard drive or memory stick.

### Statement on Academic Offences:

Please consult the Brescia Academic Policies and Regulations document, paying particular attention to the section on plagiarism and academic misconduct.

## Course Schedule:

This is a tentative schedule that may be revised in response to student writing skills.

### Readings:

Assigned readings are from Flachmann et al. *Reader's Choice* (F) and Faigley & Graves *The Brief Penguin Handbook* (P).

Students are expected to read the *Reader's Choice* selections and review the *Penguin* pre-readings before class. Additional material may be assigned in class.

DATE	TOPIC	PRE-READINGS
WEEK 1 Mon. Sep. 12  Wed. Sep. 14	<b>Course Outline and Introductions</b> <ul style="list-style-type: none"><li>• Diagnostic</li><li>• Purpose, Audience, Subject and Perspective</li><li>• Reading: Listening, Note-Taking &amp; Responding</li></ul>	(F)1-19 (P) <i>Read and View with a Critical Eye</i> , 47-56
WEEK 2 Mon. Sep. 19  Wed. Sep. 21	<b>Academic Integrity</b> <ul style="list-style-type: none"><li>• Conventions</li><li>• Summarizing</li></ul> <b>The Writing Process</b> <ul style="list-style-type: none"><li>• Research</li></ul> <b>ANNOTATED BIBLIOGRAPHIES</b> Documentation and Citations	(F)19-32; (P) <i>Think as a Writer</i> , 1-6; <i>Plan and Draft</i> , 6-13; <i>Incorporate Sources and Avoid Plagiarism</i> , 245-256; <i>Documenting</i> , 268-276

DATE	TOPIC	PRE-READINGS
WEEK 3 Mon. Sep. 26  Wed. Sep. 28	<b>Description</b> <ul style="list-style-type: none"> <li>• Seeing, Thinking &amp; Writing</li> <li>• Observation Skills</li> <li>• Sentences</li> <li>• Figurative Language: Metaphors</li> </ul> <b>Writing &amp; the Environment</b>	(F) 32-45; <i>Of Lemons &amp; Lemonade</i> , SHERWIN SULLY TJIA, 57-62; <i>What a Certain Visionary Once Said</i> , TOMSON HIGHWAY, 46-49 (P) <i>Find the Right Words</i> , 419-432
WEEK 4 Mon. Oct. 3  Wed. Oct. 5	<b>Meet in the Library</b> <ul style="list-style-type: none"> <li>• Using journal databases</li> </ul> <b>Narration</b> <ul style="list-style-type: none"> <li>• Telling a Story</li> <li>• Incorporating sources: Direct quotes &amp; summaries</li> <li>• Outlines</li> </ul> <b>PORTFOLIO 1 DUE</b>	(F) 75-86; <i>Borderland</i> , ANIK SEE, 96-99 (P) <i>Grammar Basics</i> , 433-444; <i>Write a Working Thesis &amp; Plan a Strategy</i> , 14-20
WEEK 5 Mon. Oct. 10 Wed. Oct. 12	<b>THANKSGIVING</b> <b>Definition</b> <ul style="list-style-type: none"> <li>• Limiting the Frame of Reference</li> <li>• Thesis statements</li> <li>• Introductions</li> </ul>	(F) 291-300; <i>Pretty Like a White Boy: The Adventures of a Blue-Eyed Ojibway</i> , DREW HAYDEN TAYLOR, 301-308 (P) <i>Write to Reflect</i> , 69-74
WEEK 6 Mon. Oct. 17  Wed. Oct. 19	<b>ANN. BIBLIOGRAPHY &amp; OUTLINE DUE</b> <b>Examples</b> <b>Process Analysis</b> <ul style="list-style-type: none"> <li>• Explaining Step by Step</li> <li>• Transitions</li> </ul>	(F) 125-35; 167-177; <i>How to Mummify a Pharaoh</i> , ADAM GOODHEART, 200-204 (P) <i>Write to Analyze</i> , 56-68
WEEK 7 Mon. Oct. 24  Wed. Oct. 26	<b>Division/Classification</b>  <b>Creating Categories</b> <ul style="list-style-type: none"> <li>• Paragraphs</li> <li>• Organizing: Outlines &amp; more</li> </ul>	(F) 205-215; <i>In Defense of Graffiti</i> , ALEX BOYD, 243-248 (P) <i>Shape Your Paragraphs</i> , 21-37

DATE	TOPIC	PRE-READINGS
WEEK 8 Mon. Oct. 31  Wed. Nov. 2	<b>Comparison/Contrast</b> • Similarities and Differences  <b>PORTFOLIO 2 DUE</b>	(F) 249-260; <i>Opera Night in Canada</i> , MICHAEL MCKINLEY, 264-269
WEEK 9 Mon. Nov. 7  Wed. Nov. 9	<b>Paraphrasing</b> <b>Revising Strategies</b> • Evaluating and Synthesizing  <b>ESSAY DRAFT 1 DUE</b> <b>(2 copies)</b>	(P) <i>Rewrite, Edit and Proofread</i> , 37-46; <i>Write and Revise the Research Project</i> , 257-268; <i>Write Concisely</i> , 405-411
WEEK 10 Mon. Nov. 14  Wed. Nov. 16	<b>Cause/Effect</b> • Thinking about Reasons and Results  <b>PEER RESPONSE 1: Revising</b>	(F) 334-345; <i>Why We Crave Horror Movies</i> , STEPHEN KING, 346-351 (P) <i>Write with Power</i> , 399-405; <i>Write with Emphasis</i> , 411-418
WEEK 11 Mon. Nov. 21  Wed. Nov. 23	<b>Argument/Persuasion</b> • Thoughts and Actions • Logical Fallacies  <b>Clarity and Style</b>	(F) 377-391; <i>Empower Women Leaders</i> , CAROL STEPHENSON, 402-406; (P) <i>Write to Persuade</i> , 84-100
WEEK 12 Mon. Nov. 28  Wed. Nov. 30	<b>Editing and Proofreading</b> • Strategies • Punctuation Review  <b>PEER RESPONSE 2: Editing</b> <b>PORTFOLIO 3 DUE</b>	(F) 441-454
WEEK 13 Mon. Dec. 5  Wed. Dec. 7	<b>The Academic Community</b> Exam Review and Reflections  <b>ESSAY DUE</b>	(F) <i>The Rules of Writing Practice</i> , NATALIE GOLDBERG, 486-490

**Statement on Use of Electronic Devices:**

Students are expected to refrain from inappropriate use of technology in the classroom. Cell phones should be turned off and electronic dictionaries will not be permitted. On occasion laptops may be used in the classroom. In those instances, please refrain from using them for non-classroom activities. Cell phones, or any other electronic devices, will not be permitted in class during tests or examinations.

## BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

If supporting documentation is from a family physician, Hospital Urgent Care Centre or Emergency Department, or a walk-in clinic a UWO Student Medical Certificate (SMC) is **required**. To download an SMC go to <https://studentservices.uwo.ca/secure/index.cfm> and follow the link under "Medical Documentation". Documentation should be obtained at the time of the initial visit. If it is not possible to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations document-ation stating simply that the student "was seen for a medical reason" or "was ill" is **not** considered adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2011/pg117.html>.

### 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

### **3. ABSENCES**

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

### **4. POLICY ON CHEATING & ACADEMIC MISCONDUCT**

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

## **6. PREREQUISITES AND ANTIREQUISITES**

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

## **7. SUPPORT SERVICES**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at [http://www.brescia.uwo.ca/academics/registrar\\_services/index.html](http://www.brescia.uwo.ca/academics/registrar_services/index.html).

The University of Western Ontario Registrar's website is at <http://www.registrar.uwo.ca/index.cfm>

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.