

UNIVERSITY OF WESTERN ONTARIO
BRESCIA UNIVERSITY COLLEGE
WRITING 1020G 532

Contact Information:	Dr. Erica Kelly ekelly32@uwo.ca
Office:	St. James: 301D
Office Hours:	T.B.A.

Course Description:

This course will provide students with an introduction to the principles and techniques of successful writing. Through consultation with the instructor and with peers, and through a great deal of practice, students will develop numerous aspects of their writing. Our focus throughout will be on the types of writing skills that are central to academic success, including techniques of paraphrase, summary, description, analysis, and argument; we will incorporate each of these skills into a final research essay. We will discuss the strategies of effective writers and learn to recognize the elements of clear, focused, and organized writing.

Course Objectives:

By the close of the semester, students will be expected to

- * write clearly and concisely in a variety of styles
- * demonstrate the ability to improve personal writing through drafting
- * engage with and responsibly cite other writers' ideas
- * carefully and generously edit peers' work
- * learn to become efficient editors of their own work
- * demonstrate a solid understanding of the basics of grammar

Text List

Flachmann, Kim, et al., ed. *Reader's Choice*. 6th Canadian edition. Toronto: Pearson, 2010.

Hacker, Diana. *A Canadian Writer's Reference*. 5th edition. New York: St. Martin's, 2012.

The Penguin Concise English Dictionary. * Toronto: Penguin, 2002.

*If you have a different Canadian dictionary, feel free to use it instead of the Penguin.

Our textbooks can also be found in the Beryl Ivey library on reserve.

Composition of Grade

Course Component	Weight	Due Date	Length
PORTFOLIO			
Portfolio Assessment	10%	Weeks 5 and 9	complete
Portfolio Completion, Revision and Defence	10%	April 3	assignments completed in full, accompanying letter complete
IN-CLASS WORK			
Quotation Integration Exercise	5%	January 17	1 paragraph
Summary/Paraphrase Exercise	5%	February 7	2 paragraphs
Peer Editing Work	10%	ongoing	various
RESEARCH ESSAY			
Essay Proposal	3%	January 31	1 paragraph
Annotated Bibliography	7%	February 28	3 paragraphs
Research Essay: Draft	-5% if not submitted	March 13	1500 words
Research Essay: Final	20%	April 3	substantive revision and edit
QUIZZES and EXAMINATION			
Reading and Grammar Quizzes	5%	ongoing	various
Final Examination	25%	April	2 hours

***Please note: late assignments will not be accepted without medical documentation.**

Expectations

Success in this course demands a great deal of dedication. Good writing rarely happens without patience and tremendous effort. Writing is best learned through practice, and in order to develop your skills, you will be expected to draft and redraft your work. You must plan to attend **ALL** of our classes together. Tests and assignment schedules can be altered **ONLY** when a student has met with an academic advisor and can provide the appropriate documentation for academic accommodation.

Portfolio

Each student will be responsible for ensuring that writing assignments are submitted to the portfolio folders that I will bring to class. These portfolios will consist of both in-class writing assignments and at

home journal writing. Journal entries (two full double-spaced pages) should be typed and submitted to me at the beginning of class. In-class writing assignments must be handed in by the end of class. The portfolio will be submitted three times over the course of the term. On the first two submission dates, I will be marking the two documents (one journal, one in-class assignment) that appear at the front of the portfolio folder. (If you're not in class on the day of submission, I will mark the assignments at the front of the folder, so be sure to organize your folder at the end of every class.) Towards the end of term I will give you the entire portfolio, and your final assignment will be to choose your two best pieces of writing (one journal and one in-class assignment) and rewrite them. You will also write a letter explaining why you consider these to be your strongest pieces and the work you've done to improve them. **Please note that I will be checking for completion of assignments each time I collect the portfolios: incomplete portfolios may not receive a passing grade.**

Research Essay

Early in the course, you will begin to develop a proposal, annotated bibliography, and outline for a final researched essay. (I will give you a list of topics from which to choose in an early class.) Much of the work you'll do over the course of the semester will relate to this essay, so be sure to choose a topic that holds your interest.

First draft: Due **March 13** (bring **TWO** copies)

Second draft: Due **March 27**

Final draft: Due **April 3** (you **MUST** hand in **BOTH** your first draft with my comments and your final draft.)

You **MUST** include the following sources as part of your research:

*at least two books

*at least two articles from academic journals/ periodicals

Although your drafts will not receive a grade, I will provide you with suggestions for revision on your first draft. If you choose not to submit this first draft, you will lose 5% of your final grade; failure to bring completed drafts will also result in the inability to participate in peer review.

Each draft of your research essay must include a complete bibliography that complies with the citation style that is acceptable to your home faculty, which may be either MLA or APA. (There are brief style guides available in *A Canadian Writer's Reference*.)

Please keep an electronic copy of each draft of your essay until you have received your final grade.

Peer Editing and Workshops

Good writers must also be good editors. To practice our editing skills, we will on occasion be workshopping elements of our writing. This will happen in pairs and small groups over the course of the semester. Because you will be relying on each other a great deal, regular attendance and punctuality are essential. It is also very important that you bring the required work with you to class.

Civility Statement

This class will require cooperation and collegiality from all of us. During our first week together, we will collectively compose a civility statement, which we agree will govern our behaviour over the course

of the semester. Once we've agreed on such a statement, it will be entered into this syllabus (in its WebCT version) to become part of our contract with each other.

Office Hours

I have scheduled two office hours per week for students of this class, and I welcome each of you to stop by to discuss any questions or concerns you have. Office hours can be a great place to discuss various aspects of the course: if you find you are particularly excited about a certain assignment, I can recommend directions for further reading, and if you are frustrated with a particular topic, I can listen and offer assistance. If my scheduled hours do not work for you, you are welcome to make an appointment.

Email Policy

I am happy to use email to communicate with students. I respond to emails I receive during the week within 48 hours; emails received on weekends may not receive a response until the following Monday. I ask that email be used to address specific concerns. For questions that require a detailed response, I will generally ask that students plan to speak with me during my office hours.

Final Grades

A student must receive a passing grade for both term work and the final examination in order to receive a passing grade for the course.

Class Schedule

Date	Topic	Pre-Reading	Please Bring
Jan. 10	Introduction to Writing; Course Overview Thinking about Academic Audiences; Critical Reading and Writing	<i>Reader's Choice</i> :1-32	
Jan. 17	Prewriting, Writing, Rewriting; Finding a Thesis Citing and Incorporating Other Voices; How to (Dis)agree; Quotation Integration Exercise	Hacker: 3-10	Journal Entry
Jan. 24	Proposal Writing Workshop Writing Effective Descriptions	Tjia, "Of Lemons and Lemonade," <i>Reader's Choice</i> : 57-62 Hacker: 341-350	Journal Entry
Jan. 31	Library Visit: details T.B.A. Brainstorming and Outlines		Essay Proposal
Feb. 7	Definition: Limiting the Frame of Reference Avoiding Plagiarism; Paraphrase and Summary; In-Class Exercise	Black, "The Search for Mandela's Gun," <i>Reader's Choice</i> : 325-328	

Feb. 14	Sentence Construction Accomplishing a Draft		Journal Entry
Feb. 20 – 24	Happy Reading Week!		
Feb. 28	Second Library Visit Illustrating Ideas with Examples	Klein, “Co-opting Dissent,” <i>Reader’s Choice</i> : 162-166	Annotated Bibliography
March 6	Writing and Organizing Paragraphs Process Analysis: Explaining Step by Step	Goodheart, “How to Mummify a Pharaoh,” <i>Reader’s Choice</i> : 200-204 Hacker: 24-36	Journal Entry
March 13	Punctuation Review Peer Review Workshop: Substantive		Research Essay: Draft 1 (2 copies)
March 20	Rewriting: Thinking about Style Argument and Persuasion: Inciting People to Thought and Action	Rebick, “The Culture of Overwork,” <i>Reader’s Choice</i> : 397-401 Hacker: 109-119	Journal Entry
March 27	Logic and Reason Peer Review Workshop	Ehrenreich, “The Ecstasy of War,” <i>Reader’s Choice</i> : 455- 463	Research Essay: Draft 2
April 3	The Importance of Clarity Final Review		Research Essay: Final AND Final Portfolio (including defence letter)

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, 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.

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

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.