

Brescia University College

**Writing 2101F – Section 530, Fall 2011
Introduction to Expository Writing**

Monday 12:30 – 2:30 (BR - 204)

Instructor: Professor Joan Ellsworth

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

Course Description: This writing-intensive course introduces students to the basic principles and techniques of good writing. It emphasizes expository writing skills through frequent writing, conversation, and peer workshops. Students will be required to attend all classes and participate actively as they explore ideas and enhance their communication skills for a variety of subjects and disciplines.

Antirequisite: Writing 2121F/G

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

1. Summarize, paraphrase and analyze written arguments.
2. Develop effective planning and drafting strategies to write an essay.
3. Write clearly and concisely in a variety of styles.
4. Defend an argument using a clear thesis, a variety of rhetorical strategies, and effectively incorporated sources.
5. Recognize grammar, mechanics and punctuation conventions in written texts, and incorporate the conventions in written work.
6. Respond to their peers' writing, orally and in writing, using specific examples to highlight editorial issues.

Course Materials:

1. Faigley, Lester, Roger Graves, and Heather Graves. *The Brief Penguin Handbook, 2nd Cdn. ed.* (with My Canadian Comp Lab) Toronto: Pearson, 2011.
2. Graff, Gerald, Cathy Birkenstein, and Russell Durst. *They Say/I Say: The Moves that Matter in Academic Writing.* New York: Norton, 2009.
3. It will also be helpful to have a Canadian dictionary such as the Concise Oxford. Please bring both texts and a dictionary to class.

Attendance:

Attendance will be taken at each class and considered as part of your in-class grade. It will also be very important to arrange individual consultations with me in the Writing Centre as you complete specified assignments.

Assessment:

WRITING 2101F (530) ASSIGNMENT SCHEDULE

Assignment	Value	Due Date
In-class work (grammar & writing exercises)	15%	ongoing
Peer Response Exercises	10%	ongoing
Journal *note the due date following Thanksgiving	10%	October 11* November 14 December 5
Analysis Essay (with cover letter)	10%	October 11*
Comparison Essay (with cover letter)	15%	October 24
Research Proposal (with cover letter)	5%	November 7
Research Essay	25%	December 5
Final Portfolio (with revisions & reflections)	10%	December 5

Due Dates, deadlines, and scheduling your time:

All assignments must be submitted on time during scheduled class hours or specified times. Late assignments **will not be accepted**. It is essential to communicate directly with me, preferably in advance, if you experience any challenges attending class or completing work.

Academic Accommodation Policy

Late submissions worth less than 10% will be considered 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.

Assignment Details:

Instructions will be provided in class for all of the assignments. Students will be expected to write weekly in a reflective journal and participate in class activities, including grammar mini-lessons and peer response exercises. They will also submit a research proposal, three essays and a final portfolio. The final portfolio will be assessed for completeness, quality of the writing, and indications of strong, critical and reflective thinking from the author. All work should be double-spaced. In-class writing assignments must be handed in by the end of class. Work completed outside of class should be typed (excluding journals) and stapled. All assignments must have your name, course name, date and my name on the first page.

Remember to keep a copy of all work. It is important to develop effective research and record keeping strategies. 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 *They Say/I Say* (T) and *The Brief Penguin Hand(book* (P). Students are expected to read the *They Say/I Say* selections and review the *Penguin* pre-readings before class. Additional material may be assigned in class.

DATE	TOPIC	READINGS
September 12	Introductions <ul style="list-style-type: none">• Diagnostic• Research paper topics• Journals	(T) <i>Introduction: Entering the Conversation</i> , 1-14; <i>Entering Class Discussions</i> , 135-137 (P) 1-13
September 19	Summarizing and Paraphrasing <ul style="list-style-type: none">• In-class writing• Observing	(T) <i>They Say: Starting with What Others are Saying</i> , 17-27; <i>Her Point Is: The Art of Summarizing</i> , 28-38 (P) 47-56, 419-432
September 26	Analyzing <ul style="list-style-type: none">• Quoting• Grammar mini-workshops begin	(T) <i>As He Himself Puts It: The Art of Quoting</i> , 39-47 (P) 245-256, 269-276, 433-444
October 3	Workshop Analysis papers <ul style="list-style-type: none">• Responding• Assign comparison topics	(T) <i>Yes/No/Okay, But: Three Ways to Respond</i> , 51-63 (P) 56-74
October 10	THANKSGIVING Schedule an appointment in the Writing Centre JOURNAL & ANALYSIS DUE	Submit analysis paper & journal to me, in my office, during my Writing Centre hours on October 11 (Please confer with me if that date is a problem.)
October 17	Comparison <ul style="list-style-type: none">• In-class writing	(T) <i>And Yet: Distinguishing What You Say from What They Say</i> , 64-74
October 24	Persuasion Research Proposals COMPARISON DUE	(T) <i>Skeptics May Object: Planting a Naysayer in Your Text</i> , 74-87 (P) 14-20, 84-100
October 31	Research Proposals cont. Bring DRAFT to class <ul style="list-style-type: none">• Library visit	(T) <i>So What? Who Cares?: Saying Why It Matters</i> , 88-97 (P) 195-256
November 7	Unity, Coherence and Development RESEARCH PROPOSAL DUE	(T) <i>As A Result: Connecting the Parts</i> , 101-114 (P) 21-37

DATE	TOPIC	READINGS
November 14	Voice Bring ESSAY DRAFT to class • Peer Response Exercise JOURNAL DUE	(T) <i>Ain't So/Is Not: Academic Writing Doesn't Mean Setting Aside Your Own Voice</i> , 115-122 (P) 37-46, 257-268
November 21	Clarity & Style • Grammar Check In The Disciplines	(T) <i>In Other Words: The Art of Metacommentary</i> , 123-131 (P) 399-432, 101-157
November 28	Peer Reviews	(T) <i>Reading for the Conversation</i> , 138-148
December 5	Reflections PORTFOLIO (with Research Essay) & JOURNAL DUE	

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.

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 documentation 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.