

## **Writing 1020**

Fall 2016

Sect. 531

Brescia University College

J. Doelman

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Mondays 11:30-12:30 Room 201

Wednesdays 11:30-1:30 Room 203

Office Hours Mon. 1:00-2:30

Wed. 2:00-3:30

St. James 301B

### **Description**

This course is designed for students entering university. It will concentrate primarily on writing skills, but will also aim to increase students' proficiency in research and in their understanding of the requirements for academic assignments. Instruction will include lectures, workshops, in-class grammar and writing assignments, and essays. The main emphasis will be on practice and practical experience; students are, therefore, required to attend and to participate in ALL sessions.

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

**Course Objectives:** Among other things, by the end of the course the successful student will be able to:

1. Write concisely and clearly. (*Communication*)
2. Write without grammatical errors. (*Communication*)
3. Develop ideas and organize them in a logical fashion. (*Critical Thinking; Inquiry and Analysis*)
4. Conduct thorough research in one or more academic fields, and identify worthwhile scholarly sources. (*Critical Thinking; Inquiry and Analysis*)
5. Summarize and respond to a variety of written materials. (*Communication; Critical Thinking*)
6. Use a variety of rhetorical skills in a piece of academic writing. (*Communication*)
7. Accurately cite sources in a recognized academic format. (*Communication*)

(Italicized text in brackets identifies the relevant Brescia competencies.)

## Texts

Hacker, Diana and Nancy Sommers. *Rules for Writers*. 9th ed. (Bedford/St. Martin's). ISBN 978-1-319-01134-5. (Packaged with access code to LaunchPad Solo (ISBN 978-1-319-05719-0))

Lascelles, Christopher. *A Short History of the World* (Crux). ISBN 9780957111615.

***Rules for Writers* must be brought to all classes.** Parts of Lascelles' *Short History* will be used for weekly submissions: it does not need to be brought to class.

## Evaluation

In-class writing assignments, quizzes, online exercises	25%
Attendance and participation	10%

Out-of-class writing assignments:

Weekly submissions	20%
Paper 1 (750 words, due Wed. Oct. 5)	5%
Paper 1 – Revised (600 words, due Mon. Oct. 17)	5%
Research Paper bibliography (due Wed. Nov. 9)	3%
Research Paper (2000 words, due Mon. Nov. 28)	12%
Final Exam	<u>20%</u>
	100%

**For most classes, exercises from *Rules for Writers* are to be completed and brought to class. On some days these will be taken up together in class; on others they will be gathered by the instructor for marking.**

In addition to the Readings and Exercises listed below, there are weekly writing submissions that will be done through the Forum feature of Owl. See the document 'Weekly Assignments'.

Students must keep all in-class assignments and marked term work for resubmission at the end of the course.

There will be random, unannounced quizzes throughout the course.

As a class that is based on in-class exercises and participation (rather than lectures and note-taking), use of laptop computers, tablets and cell phones is not permitted.

## **Policy on Late Assignments and Missed Classes**

Students will be allowed to miss one Wednesday in-class writing assignment/quiz without penalty, and one Monday in-class writing assignment/quiz without penalty.

For tests and assignments worth more 5% or more, the student must meet with an academic advisor to provide documentation for accommodation.

All other late submissions of Paper 1 and the Research Paper will be penalized at the rate of 2% per day.

**Because of the high number of short exercises and assignments, apart from such accommodation, no late assignments will be accepted.** Computer or printer problems are not grounds for late submission.

## **Schedule of classes and assignments**

### **Mon. Sept. 12**

Introduction to course and textbook *Rules for Writers*

Diagnostic grammar quiz

At home: **Read** *Rules for Writers*, Chapter 46 (Parts of Speech), (for Wed. Sept. 14)

The perils of plagiarism. At home: **Read** *Rules for Writers*, pp. 410-15.

### **Wed. Sept. 14**

Bring to class: **completed** Exercises within chapter 46

In-class writing assignment – diagnostic.

At home: **Read** *Rules for Writers*, Chapters 3 (Building Effective Paragraphs), 8 (Prefer Active Verbs) and 9 (Balance Parallel Ideas)

### **Mon. Sept. 19**

Bring to class: **completed** Exercises 8-1 and 9-1

At home: **Read** *Rules for Writers* Chapter 1.a-d; pp. 1-24. **Read** *Rules for Writers* Chapter 47 (Sentence Patterns);

**Complete** Online (Launchpad): All Chapter 47 Exercises

### **Wed. Sept. 21**

Bring to class: **completed** exercises 47-1, 47-5

In-class writing assignment

Establishing first essay topic

**At home: Read** *Rules for Writers*, Chapter 1.e-g, pp. 25-34, Chapter 9 (Balance Parallel Ideas)

**Complete** Online (Launchpad): Chapter 9 Exercises 9-2 to 9-6

### **Mon. Sept. 26**

Grammar: bring to **class** completed exercise 9-1

**At home: Read** *Rules for Writers*, Chapter 10 (Add needed words) and Chapter 11 (Untangle Mixed Constructions)

**Complete** Online (Launchpad): Exercises 10-2 to 10-5, Exercises 11-2 to 11-5

**Wed. Sept. 28**

Bring to class **completed** *Rules for Writers*, exercises 10-1 and 11-1

At home: **read** *Rules for Writers* Chapter 4 (Reading and Writing Critically) Chapter 12 (Repair Misplaced and Dangling Modifiers);

**Complete** Online (Launchpad): Exercises 12-2 to 12-5

**Mon. Oct. 3**

Bring to class completed Exercise 12-1; 12-2

At home: **read** *Rules for Writers* Chapter 13 (Eliminate Distracting Shifts); Chapter 48 (Subordinate Word Groups)

**Complete** Online (Launchpad): Exercises 13-2, 13-4, 13-9, 13-11, 48-2 to 48-5, 48-7 to 48-9, 48-11 to 48-15

**Wed. Oct. 5**

**Submit Paper 1**

Bring to class: **completed** Exercise 13-1, 13-3, 13-5, 13-6, 48-1, 48-10

In-class writing assignment

At home: **Read** Chapter 14 (Emphasize Key Ideas);

**Complete** Online (Launchpad): 13-7, 14-3

**Wed. Oct. 12**

Bring to class **completed** Exercise 14-1 and 14-2

Paper 1 returned

At home: **read** Chapter 6 (Reading and Writing Arguments) Chapter 15 (Provide Some Variety)

**Complete** Online (Launchpad): 15-3

In-class: scholarly article assignment

**Mon. Oct. 17**

Bring to class **completed** Exercise 15-1 and 15-2

**Resubmit Paper 1 (condensed to 500 words) along with first marked copy**

At home: **read** Chapter 49 (Sentence types)

**Complete** Online (Launchpad): 49-2 and 49-3

**Wed. Oct. 19**

Bring to class **completed** Exercise 49-1

At home: **read** Chapter 16 (Tighten wordy sentences);

**Complete** Online (Launchpad): Exercises 16-3 to 16-7

**Mon. Oct. 24**

Bring to class **completed** Exercises 16-1 and 16-2

At home: **read** Chapter 17 (Choose appropriate Language)

**Complete** Online (Launchpad): Exercises 17-3 and 17-4, 17-8 to 17-10

**Wed. Oct. 26**

Bring to class **completed** exercises 17-1, 17-2, 17-5, 17-6

In-class writing assignment

At home: **read** Chapter 18 (Find the Exact Words)

**Complete** Online (Launchpad): Exercises 18-3, 18-4, 18-6, 18-7

**Mon. Oct. 31**

Bring to class **completed** exercises 18-1, 18-2, 18-5, 18-8

At home: **read** Chapter 19 (Repair Sentence Fragments)

**Complete** Online (Launchpad): Exercises 19-3 to 19-7

**Wed. Nov. 2**

Bring to class **completed** exercises 19-1 and 19-2

The perils of plagiarism. At home: **Reread** *Rules for Writers*, pp. 410-15.

In-class writing assignment

At home: **read** Chapter 20 (Revise run-on sentences) and Chapter 21 (Subject/Verb agreement)

**Complete** Online (Launchpad): Exercises 20-4 to 20-9, 21-3 to 21-6

**Mon. Nov. 7**

Bring to class **completed** exercises 20-1, 20-2, 20-3: 21-1, 21-2

At home: **read** Chapter 22 (Pronoun agreement)

**Complete** Online (Launchpad): Exercises, and 22-3 to 22-6

**Wed. Nov. 9**

Bring to class **completed** exercises 22-1 and 22-2

**Submit Research paper bibliography and proposed further searches**

Assessing the scholarly value of sources

In-class writing assignment

At home: **read** Chapters 23 (Make Pronoun References Clear)

**Complete** Online (Launchpad): Exercises 23-3 to 23-6,

**Mon. Nov. 14**

Bring to class **completed** exercises 23-1, 23-2,

At home: **read** Chapter 24 (Pronouns)

**Complete** Online (Launchpad): Exercises 24-3 to 24-5

**Wed. Nov. 16**

Bring to class **completed** exercises 24-1 and 24-2

Documenting sources

At home: **read** Chapters 25 (Who and whom) and 26 (Adjectives and adverbs)

**Complete** Online (Launchpad): Exercises 25-2 and 25-3, 26-3 to 25-5

**Mon. Nov. 21**

Bring to class **completed** exercises 25-1, 26-1 and 26-2  
At home: **read** Chapter 2 (Revising, Editing, and Reflecting) Chapter 27 (Verb forms, tenses and moods)

**Complete** Online (Launchpad): Exercises 27-2 to 27-4

**Wed. Nov. 23**

Bring to class **completed** exercises 27-1, 27-2, 32-1; 32-2 and 32-6

**Bring to class draft of Research Paper for peer review**

At home: **read** Chapter 32(The comma)

**Complete** Online (Launchpad): Exercises 32-3, 32-4, 32-7, 32-8, 32-10, 32-13 to 32-17

**Mon. Nov. 28**

**Research Paper Due**

Bring to class **completed** exercises 32-1, 32-2, 32-5, 32-6, 32-9, 32-11, 32-12

Developing writing style

At home: **read** Chapter 33 (Unnecessary commas)

**Complete** Online (**Launchpad**): **Exercises 33-3 to 33-5**

**Wed. Nov. 30**

Bring to class **completed** exercises 33-1 and 33-2

In-class writing assignment

At home: **read** Chapters 34 (The semi-colon) and 35 (The colon)

**Complete** Online (Launchpad): Exercises 34-3 to 34-6, 35-2 and 35-3

**Mon. Dec. 5**

Bring to class **completed** exercises 34-1, 34-2, 35-1

At home: **read** Chapters 36-39 (Other punctuation)

**Complete** Online (Launchpad): Exercises 36-3 to 36-5, 37-3 to 37-5, 39-2 and 39-3

**Wed. Dec. 7**

bring to class **completed** exercises 36-1, 36-2, 37-1, 38-1 and 39-1

In-class writing assignment

PLAGIARISM of any kind is a serious academic offence. Be advised that electronic plagiarism-detection programmes will be used and essay banks checked, if the professor has any suspicion of 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 both in the body and at the end of the assignment. Any borrowings from secondary sources, whether wordings or ideas, must be acknowledged BOTH in the main body of your essay AND at the end in a bibliography or works cited! If you have any doubts about how to document your work correctly, check with your professor prior to handing in your essay.

## **2016-17 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 for illness 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. Minor ailments typically treated by over-the-counter medications will not normally be accommodated. Documentation shall be submitted as soon as possible to the student's Academic Advisor indicating the period of illness and when the student should be able to resume academic responsibilities. Students must submit their documentation along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming 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.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded from: <http://www.westerncalendar.uwo.ca/2016/pg117.html> 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** adequate to support a request for academic accommodation.

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 policy on requesting accommodation due to illness can be viewed at:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

### **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 (<http://www.westerncalendar.uwo.ca/2016/pg130.html> )

### **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**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.westerncalendar.uwo.ca/2016/pg113.html>

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 Student Academic Appeals under Academic Rights and Responsibilities in the Western Academic Calendar ( <http://www.westerncalendar.uwo.ca/2016/pg112.html> )

## **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 prerequisite(s).

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://brescia.uwo.ca/academics/registrar-services/> . The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/> . Students who are in emotional/mental distress should refer to Mental Health @ Western [http://uwo.ca/health/mental\\_wellbeing/](http://uwo.ca/health/mental_wellbeing/) for information including a complete list of options about how to obtain help.

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. f Western Ontario.