

**Brescia University College**  
**Writing 1020G-532**  
**Introduction to University Essay Writing**

Term: Winter 2017

Instructor: Dr. Andrew Chater

Office: BR-UH 216

Office Hours: To be announced

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Course Description and Objectives

The course builds academic writing skills. It helps develop research and thinking skills, designed to help students in all courses of study. A key goal is to enhance argumentation skills. Topics include planning research, academic research, argument structure, grammar, academic style and revision.

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

- Develop logical arguments supported by quality academic research and critical thinking (critical thinking, inquiry and analysis)
- Plan arguments and structure writing to enhance its maximum impact and ensure major points are convincing (communication, problem solving)
- Avoid common grammar and style errors to ensure writing is as easy to read as possible (communication)
- Present scholarly research in a variety of styles and drawing on a variety of academic sources (communication, social awareness and engagement, valuing)
- Construct useful feedback on writing by peers and deliver constructive criticisms that lead to measureable improvement (self-awareness and development)

Note: Please consult the “Academic Policies and Regulations” document attached to this outline for information on course prerequisites and anti-requisites. If you are not sure if you are eligible to register for this course, see the course instructor as soon as possible.

Class Organization

- Hour 1: Lecture and active learning activity
- Hour 2: Lecture and practice activity
- Hour 3: Review practice activity and lecture

## Required Readings

Required readings are found below in the weekly outline section. The required textbook is available for purchase at the Western bookstore:

- Lester Faigley, Roger Graves and Heather Graves. *The Brief Pearson Handbook*. Fourth Canadian Edition. Don Mills, Ontario: Pearson, 2015.

Additional worksheets and readings are available on the class OWL website (<https://owl.uwo.ca/portal>). Please read each week's assigned readings before coming to class on Monday.

## Assignments and Evaluations

<u>Assignment</u>	<u>Value</u>	<u>Due Date</u>
Essay Proposal/Reflection	5%	February 1
Annotated Bibliography	15%	February 15
Essay Outline	5%	March 15
Essay	30%	March 29
Active Learning	15%	Various
Exam	30%	April Exam Period

### *Active Learning (15%)*

Students will write a paragraph about an assigned topic in each class. The goal is to practice the writing techniques presented in the course. You can handwrite the paragraph or email it to the professor right away, in class. You will receive your mark-to-date at the mid-point of the term.

<u>Mark</u>	<u>Comments</u>
90%+	<ul style="list-style-type: none"><li>• Arguments are overall logical and thoughtful</li><li>• By the end of the term, there are usually no spelling and grammar mistakes</li></ul>
80% - 89%	<ul style="list-style-type: none"><li>• Arguments are overall logical and thoughtful</li><li>• By the end of the term, there are usually one or two spelling and grammar mistakes</li></ul>
70% - 79%	<ul style="list-style-type: none"><li>• Arguments are fairly logical and thoughtful</li><li>• By the end of the term, there are usually three or four spelling and grammar mistakes</li></ul>
50% - 69%	<ul style="list-style-type: none"><li>• Arguments are somewhat logical and thoughtful</li><li>• By the end of the term, there are usually four or more spelling and grammar mistakes</li></ul>
< 50%	<ul style="list-style-type: none"><li>• Arguments are not logical and thoughtful</li><li>• There are frequent spelling and grammar mistakes</li></ul>

### *Essay Proposal/Reflection (5%)*

Students will write a brief, one-page reflection that will discuss a question of their choosing. Students must then write their term paper on that topic.

You should not use secondary sources to answer the question. The purpose of the assignment is to provide a well-written expression of a well-reasoned opinion.

A good-quality reflection will provide a thoughtful and well-reasoned opinion on the chosen topic. It will be well written with almost no typographic errors or grammatical errors (for example, only one typo). It will be written in a concise and to-the-point manner.

### **\*\*\*OPTIONAL BONUS MARKS\*\*\***

The instructor will mark your reflection and return it as soon as possible. If you resubmit your assignment the following week, the instructor will re-mark your assignment. The higher of the two marks will be your mark on the assignment! Resubmitting your assignment is optional.

### *Annotated Bibliography (15%)*

Your term essay must include a minimum of 8 scholarly sources. You must hand in an annotated bibliography with 4 of these sources.

The annotated bibliography must include the appropriate citations according to one of the styles summarized in *The Brief Pearson Handbook* (i.e., MLA, CMS, etc.). It also must include annotations that 1) state the source's thesis and 2) summarize the main argument and method. Each annotation should be 100-150 words.

A good quality annotated bibliography will include 4 high quality, academic sources. It will accurately and thoughtfully summarize the argument presented in these sources, complete with all pertinent information. The grammar and spelling will be correct and professional (i.e., only one or two spelling and major grammatical errors). The citation style will be employed with few errors (i.e., only one small error).

### *Essay Outline (5%)*

You must hand in an essay outline. If you visit me during office hours, I will give you feedback on your outline. A document detailing the format of the essay outline will be available on the class OWL website.

This assignment will not be marked based on a rubric. If you hand in the assignment and the outline is complete, you will receive mark of 100%.

The purpose of handing in the outline is to practice structuring arguments.

### *Essay (30%)*

You will write an argumentative essay in response to the topic you selected for your reflection. Essays must be 8-10 pages, not including your bibliography or cover page. Your essay must include a minimum of 8 scholarly sources.

The instructor will provide a rubric before the essay due date. A good-quality essay will deliver a persuasive argument in response to the essay topic. It will provide good-quality research from a wide variety of scholarly sources. It will demonstrate analytical and critical thinking about sources and will contribute your own insight and analysis. It will consider and debunk counter-arguments to your view. It will be logically organized into sub-arguments. Each sub-argument will be equally strong. The grammar and spelling will be correct and professional (i.e., less than five spelling and major grammatical errors).

### *Exam (30%)*

The final exam for the course will be held during the April exam period. The exact date will be released during each term. The final exam will be three hours. A breakdown of the exam format will be given during the term.

On the last day of class, or two weeks before the exam, a two-page exam guide and practice questions will be uploaded to the class OWL site. Practice questions will be very similar, though not necessarily identical, to the questions that will be on the final exam.

A good-quality answer should include material from lectures and the week's assigned readings.

### ***Support Services***

Emotional and mental distress: <http://brescia.uwo.ca/life/student-life/mental-health-and-wellness/>

Students with disabilities: <http://brescia.uwo.ca/about/accessibility/>

Learning services and help: <http://brescia.uwo.ca/life/student-life/learning-enhancement/>

## Weekly Outline and Readings

### 1) January 9 and January 11 – Introduction

- Lecture reading: Course outline

### 2) January 16 and January 18 – Thinking and Planning

- Lecture reading: Pearson Handbook, 1-16

### 3) January 23 and January 25 – Argumentation and Revision

- Lecture reading: Pearson Handbook, 17-33

### 4) January 30 and February 1 – Research **REFLECTION DUE FEBRUARY 1**

- Lecture reading: Pearson Handbook, 162-194

### 5) February 6 and February 8 – Citing Your Work

- Lecture reading: Pearson Handbook, 202-216 and 159-162
- Review Pearson Handbook, 226-339

### 6) February 13 and February 15 – Arguments **BIBLIOGRAPHY DUE FEBRUARY 15**

- Lecture reading: Pearson Handbook, 217-225

*February 20 and February 22 (no class, reading week)*

### 7) February 27 and March 1 – Grammar

- Lecture reading: Pearson Handbook, 371-407

### 8) March 6 and March 8 – Grammar

- Lecture reading: Pearson Handbook, 408-444

### 9) March 13 and March 15 – Grammar **ESSAY OUTLINE DUE MARCH 15**

Lecture reading: Pearson Handbook, 445-498

### 10) March 20 and March 22 – Peer Review

- Lecture reading: Pearson Handbook, 341-371
- Review Pearson Handbook, 35-48 and 55-74

11) March 27 and March 29 – Different Types of Writing **ESSAY DUE MARCH 29**

- Lecture reading: Pearson Handbook, 104-111
- Review Pearson Handbook, 49-55 and 113-145

12) April 3 and April 5 – Exam Review and Catch Up

- Lecture reading: Pearson Handbook, 86-87

## **Policy on Late Assignments**

Each assignment is due at the beginning of class on the due date. If you do not hand in your assignment by the beginning of class (i.e., before the day's lecture begins), your assignment will be counted as late. Your assignment will be deducted 2% per day it is late, including weekends.

You must submit each assignment to Turnitin through the link on the class OWL website. If you do not submit your assignments to Turnitin by the beginning of class on the various due dates, your assignment will be counted as late. Your assignment will not be marked until it is uploaded to Turnitin.

If you cannot complete the essay or annotated bibliography on time or require a makeup exam for medical or other valid reasons, you must inform the instructor and visit Brescia Academic Advising to submit the required documents. Only Brescia Academic Advising can grant these extensions and schedule makeup exams. Information on documentation can be found here: <http://brescia.uwo.ca/academics/academic-advising/>

If you cannot complete the reflection assignment or annotated bibliography on time, please contact the course instructor as soon as possible. The instructor has discretion granting extensions for these assignments.

If you cannot attend several lectures for medical or other valid reasons and thus cannot complete active learning assignments, you must visit Brescia Academic Advising and submit the required documents. Missing up to two lectures will not impact your mark; if you must miss a significant number of lectures for a valid reason, you can submit an additional written assignment.

If a conflict emerges because of a religious observance, please inform the instructor two weeks in advance to make a reasonable accommodation.

# 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.

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 under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, 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. 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/2015/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

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.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

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://brescia.uwo.ca/academics/registrar-services/> . The Western Registrar's website is at <http://www.registrar.uwo.ca/index.html> . 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://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

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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.