

**Writing 0010F**  
**Fundamentals of Academic Writing for International Students**  
**Brescia University College**

**Fall 2017**

**Instructor:** Janine DeForge

**Email:** [janine.deforge@cultureworkstheschool.com](mailto:janine.deforge@cultureworkstheschool.com)

**Office Hours:** Tuesdays 1:30-2:30

**Office:** Mary Manor

**Class Times and Location(s):**

Tuesdays: 9:30-12:20 BR-302A

Wednesdays: 11:30-12:20 BR-302A

**Course Description:**

This course will introduce academic writing skills to international students. Topics covered include sentence and paragraph structure, topic sentences and thesis statements, introductions and conclusions, revision, the appropriate use of source materials, and avoiding plagiarism, and different kinds of academic essays. Students will also explore fundamental rules of grammar, which will be applied in their written work.

**Prerequisite(s):** registration in a Preliminary Year Program at Brescia University College and Writing 0005X/Y or permission by the Department

**Course Antirequisites:** Writing 0001F/G, 1011F/G

**Course Objectives:**

- Understand purpose, topic, and audience when developing a piece of academic writing
- Implement the writing process from brainstorming to outlining, to drafting and editing and submitting a final copy
- Develop ideas using supporting ideas and specific supporting details
- Use explicit techniques to achieve unity and coherence in writing
- Understand the organization of a variety of essay types (including cause/effect, compare/contrast and persuasive)
- Write a variety of academic essay types (including cause/effect, compare/contrast and persuasive)
- Use research skills to identify and evaluate reliable sources of information
- Incorporate outside sources into a piece of academic writing using a recognized format
- Understand and use research skills, and incorporate outside sources into academic writing for support
- Paraphrase concrete information from a source with some ease
- Summarise concrete information from a source with some ease
- Understand and begin to use reporting verbs/phrases to introduce quotations

- Understand and use a variety of complex and compound sentences
- Target edit for specific sentence or grammatical errors in individual written work
- Use a variety of sentence structures accurately
- Apply fundamental grammar rules to academic writing

**Assessments:**

- Cause and Effect Essay 15%
- Compare / Contrast Essay 15%
- Persuasive Essay 15%
- In-class Grammar Tests (3) 15% (5% each)
- Final Exam 30%
- Class Participation 10%

**Grading System:**

The following chart summarizes the grading system in marks and descriptions:

Numerical Grade	Descriptor	Explanation
85-100%	Exceeds Expectations (E)	The student has mastered the skills related to the assignment/ course.
75-84%	Meets Expectations (M)	The student has acquired the skills related to the assignment/course.
65-74%	Approaches Expectations (A)	The student needs to increase his/her effort to attain the skills for the assignment/course.
Below 65%	Does Not Meet Expectations (NM)	The student demonstrates little to no acquisition of the skills related to the assignment/course.

**Important Note:** In order to pass the program, students must achieve an overall average of at least 75%.

**Assessment Descriptions:**

**Cause/Effect Essay:**

Students will follow the academic writing process (brainstorming/research, outlining, revising, drafting) to produce a cause/effect essay on a topic selected by the instructor. This will count towards **15%** of the final grade.

**Compare/Contrast Essay:**

Students will follow the academic writing process (brainstorming/research, outlining, revising, drafting) to produce a compare/contrast essay on a topic selected by the instructor. Students will follow a specific pattern of organization for compare and contrast and incorporate research. This will count towards **15%** of the final grade.

**Persuasive Essay:**

Students will follow the academic writing process (brainstorming/research, outlining, revising, drafting) to produce a persuasive essay on a topic selected by the instructor. Students will consider and rebut opposing arguments and incorporate research. This will count towards **15%** of the final grade.

**Grammar Tests:**

Students will write 3 grammar tests throughout this course. Each test will address grammar concepts from the units covered in the *Grammar and Beyond 3* and *Longman Academic Writing Series 4* textbooks. These will count towards **15% (5% each)** of the final grade.

**Final Exam:**

Students will write a final exam that includes an essay-type question as well as a number of grammar - focused questions. This exam will count towards **30%** of the final grade.

**Participation:**

Attendance and participation are essential for success in this course. Students are expected to read assigned material before class and to come prepared to participate in classroom activities. The course texts should be brought to every class. Students will be awarded a course attendance and participation mark. Participation includes attending class on time, being engaged in class work, and participating regularly. This will count towards **10%** of the final grade.

**Academic Policy:**

The following syllabus may be amended at the instructor's discretion. All assignments must be submitted by the beginning of class on the due date or as indicated by your instructor. Your assignment will be deducted 3% per day it is late. It is essential to communicate with your instructor if you are experiencing any challenges attending class or completing work.

Requests for formal academic accommodation must go through an Academic Advisor and include supporting documentation as outlined in the attached [Brescia Academic Policies and Regulations](#) document.

**Required Texts:**

Oshima, Alice and Ann Hogue. *Longman Academic Writing Series 4*. Fifth Edition. White Plains, NY: Pearson Education, Inc., 2014

Blass, Laurie, Susan Iannuzzi, Alice Savage and Randi Reppen. *Grammar and Beyond 3*. New York, NY: Cambridge University Press, 2012.

**Course Outline:**G&B: *Grammar and Beyond 3*LAWS: *Longman Academic Writing Series 4*

<b>Week of:</b>	<b>Weekly Outline / Readings</b>	<b>Assessments</b>
1 Classes start Sept.7	<ul style="list-style-type: none"> <li>● Introduction to the course / Syllabus</li> <li>● From Paragraph to Essay- LAWS pp. 74-99</li> </ul>	<ul style="list-style-type: none"> <li>● In-Class Diagnostic Writing</li> </ul>
2 Sept.11	<ul style="list-style-type: none"> <li>● From Paragraph to Essay - LAWS pp. 74-99 (cont'd)</li> <li>● Conjunctions - G&amp;B: pp. 350-358</li> <li>● <a href="#">General Formatting Rules</a> - MLA style</li> </ul>	
3 Sept.18	<ul style="list-style-type: none"> <li>● Essay 1: Cause/Effect - LAWS pp. 116-131</li> <li>● Adverb clauses - G&amp;B: pp. 378-382</li> </ul>	<ul style="list-style-type: none"> <li>● Outline for Cause/Effect essay Due: Sept. 27</li> </ul>
4 Sept.25	<ul style="list-style-type: none"> <li>● Essay 1: Cause/Effect (cont'd) - LAWS pp. 116-131</li> <li>● <i>That</i> Clauses - G&amp;B: pp. 202-215</li> </ul>	<ul style="list-style-type: none"> <li>● Grammar test 1 Due: Sept.20</li> </ul>
5 Oct.2	<ul style="list-style-type: none"> <li>● Types of Sentences - LAWS pp. 170-188</li> <li>● Parallelism and Sentence Problems - LAWS pp. 189-204</li> </ul>	<ul style="list-style-type: none"> <li>● Cause/Effect essay Due: Oct. 4</li> </ul>
<b>Fall Reading Week - no classes</b>		
6 Oct.16	<ul style="list-style-type: none"> <li>● Essay 2: Compare/Contrast - LAWS pp. 133-150</li> <li>● Adverb Clauses - G&amp;B: pp. 382-387</li> </ul>	<ul style="list-style-type: none"> <li>● Grammar test 2 Due: Oct. 18</li> </ul>
7 Oct.23	<ul style="list-style-type: none"> <li>● Essay 2: Compare/Contrast (cont'd) - LAWS pp. 133-150</li> <li>● Unity and Coherence - LAWS pp. 22-41</li> </ul>	<ul style="list-style-type: none"> <li>● Outline for Compare/Contrast essay Due: Oct. 25</li> </ul>
8 Oct.30	<ul style="list-style-type: none"> <li>● Essay 3: Argument/Persuasion - LAWS pp. 152-167</li> <li>● Subject Relative clauses - G&amp;B: pp. 282-295</li> </ul>	<ul style="list-style-type: none"> <li>● Compare/Contrast essay Due: Nov. 2</li> </ul>
9 Nov.6	<ul style="list-style-type: none"> <li>● Argument/Persuasion (cont'd) - LAWS pp. 152-167</li> <li>● Object Relative Clauses - G&amp;B: pp. 296-307</li> </ul>	<ul style="list-style-type: none"> <li>● Grammar Test 3 Due: Nov. 29</li> </ul>

10 Nov.13	<ul style="list-style-type: none"> <li>● Researching - LAWS pp. 46-51</li> <li>● Outside sources, avoiding plagiarism, citation</li> </ul>	
11 Nov.20	<ul style="list-style-type: none"> <li>● Paraphrasing, summarizing, quoting - LAWS pp. 58-71</li> <li>● Real Conditionals - G&amp;B: pp. 322-335</li> </ul>	<ul style="list-style-type: none"> <li>● Outline for Persuasive essay Due: Nov. 22</li> </ul>
12 Nov.27	<ul style="list-style-type: none"> <li>● Paraphrasing/summarizing/quoting (cont'd) - LAWS pp. 58-71</li> <li>● Unreal Conditionals - G&amp;B: pp. 336-349</li> </ul>	<ul style="list-style-type: none"> <li>● Editing first drafts for grammar Due: Nov. 29</li> </ul>
13 Dec.4	<ul style="list-style-type: none"> <li>● Final Review</li> </ul>	<ul style="list-style-type: none"> <li>● Revised draft of Persuasive essay Due: Dec. 5</li> <li>● Final Exam Due: Dec. 5</li> </ul>

# 2017-18 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.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf). 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://westerncalendar.uwo.ca/2017/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, <http://brescia.uwo.ca/academics/registrar-services/> or the list of official dates

<http://westerncalendar.uwo.ca/2017/pg7.html> ). 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://westerncalendar.uwo.ca/2017/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.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 (<http://www.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://westerncalendar.uwo.ca/2017/pg112.html>).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices ([http://www.uwo.ca/univsec/pdf/academic\\_policies/exam/evaluation\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/exam/evaluation_undergrad.pdf) and [http://www.uwo.ca/univsec/pdf/academic\\_policies/exam/finalgrades.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/exam/finalgrades.pdf)).

## **6. PREREQUISITES**

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).

## **7. SUPPORT**

### **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 <http://www.sdc.uwo.ca/>.

### **Mental Health and Wellness**

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about mental health and wellness at Brescia at <http://brescia.uwo.ca/life/mental-health-wellness/>. 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.

### **Sexual Violence**

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

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.