

Brescia University College

Writing 1020F-531 Introduction to University Essay Writing

Term: Fall 2017

Class Time: Tuesday, 6:30 p.m. – 9:30 p.m.

Class Location: BR-203

Instructor: Dr. Andrew Chater

Office: TBA

Office Hours: Tuesday, 5:00 p.m. – 6:00 p.m. and Friday, 1:30 p.m. – 2:30 p.m.

E-mail: achater@uwo.ca

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

Each class will include a mix of lectures, practice activities and active learning activities.

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, 2017.

Additional worksheets and readings may be posted to the class OWL website (<https://owl.uwo.ca/portal>). Read each week's assigned readings before coming to class.

Assignments and Evaluations

<u>Assignment</u>	<u>Value</u>	<u>Due Date</u>
Essay Proposal/Reflection	5%	October 3
Annotated Bibliography	15%	October 24
Essay Outline	5%	November 14
Essay	30%	November 28
Active Learning	15%	Various
Exam	30%	December Exam Period

Active Learning (15%)

Students will write two items in class each week. First, students will write a paragraph about an assigned topic in each class. The goal is to practice the writing techniques presented in the course. Second, students will answer one short answer question about the week's textbook reading. You can handwrite the paragraphs 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">• Answers are overall correct, logical and thoughtful• By the end of the term, there are usually no spelling and grammar mistakes
80% - 89%	<ul style="list-style-type: none">• Answers are overall correct, logical and thoughtful• By the end of the term, there are usually one or two spelling and grammar mistakes
70% - 79%	<ul style="list-style-type: none">• Answers are fairly correct, logical and thoughtful• By the end of the term, there are usually three or four spelling and grammar mistakes
50% - 69%	<ul style="list-style-type: none">• Answers are somewhat correct, logical and thoughtful• By the end of the term, there are usually four or more spelling and grammar mistakes
< 50%	<ul style="list-style-type: none">• Answers are not correct, logical and thoughtful• There are frequent spelling and grammar mistakes

Essay Proposal/Reflection (5%)

Students will write a brief, two-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 class, 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).

OPTIONAL BONUS MARKS

If you visit the instructor during office hours before the assignment is due, and show some evidence that you have begun serious work on the assignment, you will receive a 3% bonus on the assignment. This 3% could be the difference between a "B+" and an "A-". This visit is optional. Examples of evidence of "serious work" would include an outline, a rough draft, or even several pages of notes about chosen articles.

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 on time and the outline is complete, you will receive mark of 100%. If it is partly complete, or in need of significant revision, you will receive a mark of 50%. If the assignment is late without accommodation, you will receive a mark of 0%.

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) September 12 – Introduction

- Lecture reading: Course outline

2) September 19 – Thinking and Planning

- Lecture reading: Pearson Handbook, 1-16

3) September 26 – Argumentation and Revision

- Lecture reading: Pearson Handbook, 17-33

4) October 3 – Research **REFLECTION DUE**

- Lecture reading: Pearson Handbook, 163-193

No class October 10 – Fall Reading Week

5) October 17 – Citing Your Work

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

6) October 24 – Arguments **BIBLIOGRAPHY DUE**

- Lecture reading: Pearson Handbook, 217-225

7) October 31 – Grammar

- Lecture reading: Pearson Handbook, 371-407

8) November 7 – Grammar

- Lecture reading: Pearson Handbook, 408-444

9) November 14 – Grammar **ESSAY OUTLINE DUE**

Lecture reading: Pearson Handbook, 445-490

10) November 21 – Peer Review

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

11) November 28 – Different Types of Writing **ESSAY DUE**

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

12) December 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 a stapled, paper copy of 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 essay outline 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.

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. 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.

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 and 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.