

Brescia University College at Western University

WRITING 1020G/531

Introduction to University Writing, Winter 2020

Instructor: Dr. Magdalena Kubow / mlopatow@uwo.ca

COURSE INFORMATION

LECTURES: Thursdays at 6:30pm-9:30pm in BR-302

OFFICE HOURS: Thursdays 2pm-3pm or by appointment in the St. James Building (120)

COURSE DESCRIPTION: This course introduces students to conceptual and practical conventions of university writing. A focus on the writing process—critical reading, thesis development, drafting, editing, and formatting—will allow students to refine their critical thinking and independent research skills, and hone the other skills necessary to successfully negotiate the challenges of writing at the university level.

COURSE OBJECTIVES, OUTCOMES, and COMPETENCIES: Concepts such as purpose, audience, pre-writing, thesis development, illustrating ideas, paraphrasing and summarizing, description, process analysis, and argument and persuasion will be developed. Students will also hone their proficiency with grammar, referencing material, and learn key approaches to research, essay writing, and other academic writing such as annotated bibliographies and reviews.

Skills/Competencies attained: **Critical Thinking, Social Awareness, Inquiry and Analysis, and Communication.**

Prerequisite(s): None

Antirequisite(s): Writing 0002F/G, Writing 1002F/G, Writing 1021F/G, Writing 1022F/G and Writing 2101F/G

REQUIRED TEXTS:

The Brief Pearson Handbook + Reader's Choice is available in the UWO Book Store.

Search by course code to retrieve the package.

Lester Faigley, Heather Graves, and Roger Graves, eds. *The Brief Pearson Handbook*, 4th ed. Toronto: Pearson, 2018. Print.

Flachmann, Kim, et al, eds. *Reader's Choice*, 7th ed. Toronto: Pearson, 2013. Print.

**EVALUATION:**

Portfolio 1 (Feb 6): 15%

Portfolio 2 (Mar 26): 25%

Essay Proposal (Jan 30): 10%

Peer review (Mar 19): 10%

Essay (Apr 2): 30%

Participation: 10%

**Note:** Winter Reading Week: February 15 - 23 (No class Feb 20). Please continue work on your assignments, a **full rough draft of your essay is required for the peer review on Mar 12.**

**Assignment Breakdown: (Handouts for each assignment will be provided):**

- Each student is responsible for maintaining a portfolio of 6 in-class assignments and 6 journal entries reflecting on the writing process. The portfolio is due two times: Feb 6 (3 full entries) and Mar 26 (3 full entries).

\*You may only hand in portfolio entries for the weeks you are present, attendance is taken each class. These submissions are worth  $15\% + 25\% = 40\%$  of the final grade.

- The essay proposal (including a detailed outline/plan and a working thesis, 2 annotations (book & academic article), and a works cited page of a minimum of 3 sources) is due on Jan 30 and is worth 10%; the final essay is due on Apr 2 and is worth 30%.

- Written peer feedback response is worth 10% to be **completed in weeks 10 and 11 (written peer review due Mar 19). Attendance on Mar 12 is mandatory.** There is no opportunity to make up the peer review session.

\*Participation in class = 10% (Handout with requirements will be provided)

\*All assignments will be explained in detail in class; class attendance and participation is crucial for success in the course. Assignment instructions and handouts will be provided. Please consult the instructor in a timely manner if you have any questions regarding assignment requirements.

\*Unless stated by the instructor, all in-class work will be done utilizing paper and pen – no technology will be permitted in class.

**\*Late assignments will be penalized 3% per day. Assignments that are handed in more than one week after the due date will not be accepted without documentation from an academic advisor.** This course focuses on the process of writing: attendance and participation is essential.

\*Please Note: Essay Topics and other readings are subject to change

Bonus Marks (Writing Centre):

- Attend **2** Peer Tutor Sessions for your proposal (x1) and/or essay(x2) (25 min each session / separate days) and get an extra **3% on your final essay. Please make sure to let the Peer Tutor know your visit is for our course: 1020 (531).**
- Attend **2** Peer Tutor Sessions (25 min each session / separate days) for your **Final Portfolio** and get an extra **3% on your final portfolio mark. Please make sure to let the Peer Tutor know your visit is for our course: 1020 (531).**

**As a rule:** please wait 24 hours after receiving graded feedback before contacting the instructor, please read through all criteria/comments carefully.

## **COURSE OUTLINE**

### **WEEK 1**

Jan 9: Introduction, Course Outline, Requirements, and Student Writing Sample

Read Flachmann et al, Reader's Choice (RC), pages 1-42, and Faigley, et al, The Brief Pearson Handbook (BPH), pages 1-74.

-Library Information Session-

### **WEEK 2**

Jan 16: If you have not completed last week's readings, please finish Flachmann et al, Reader's Choice (RC), pages 1-42, and Faigley, et al, The Brief Pearson Handbook (BPH), pages 1-74.

- Review of Purpose, Audience, Subject, and Perspective
- Thinking/Reading/Writing Critically
- Prewriting, Writing and Rewriting—Inventory
- Finding a Thesis (see RC 494-495) – Annotated Bibliographies

**WEEK 3**

Jan 23: Read RC 129-138, Anita Rau Badami's "My Canada" RC 139-145, and BPH 200-225. The following sections (21, 22) in the BPH are on MLA & APA.

- The Thesis Cont'd—Taking a position / Essay Structure
- QUESTIONS? Research Strategies – Annotated Bibliographies - BPH Citing Sources
- Illustrating Ideas

**WEEK 4**

Jan 30: Read RC 83-93, Matt Cohen's "Zada's Hanukkah Legacy" 112-119, and BPH 75-111 (Sample Literary Analysis 82, Observation 92, Case Study 96, Lab Report 100, Application and Resumé 104+)

- Narration—Telling a Story
- Paraphrase and Summary

**Essay Proposal Due in Class****WEEK 5**

Feb 6: Read RC 43-54, Jean Yoon's "Halmonee" 59-66, and BPH 373-428

- Description & Analysis
- Grammar Review and Citation/Documentation: MLA and APA

**Portfolio 1 Due in Class****WEEK 6**

Feb 13: Read RC 175-84, Dakshana Bascaramurty's "My Parents Killed Santa (and Nobody Cared)" 200-204, and BPH 429-490

- Process Analysis—Explaining Step by Step
- The Sentence —Grammar, Structure, Clarity

**WEEK 7 READING WEEK! No Class on Feb 20.** Please continue work on your assignments, a **full rough draft of your essay is required for the peer review on Mar 12<sup>th</sup>.**

### **WEEK 8**

Feb 27: Read RC 216-25, Alex Boyd's "In Defence of Graffiti" 256-261, and BPH 341-371

- Division/Classification—Finding Categories
- Portfolio Class Discussion

### **WEEK 9**

Mar 5: Read RC 301-09, Lawrence Hill's "Don't Call Me That Word" 339-343, and if not previously completed, read BPH 341-371

- Definition—Limiting the Frame of Reference
- Strengthening Your Position
- Punctuation Review: Signposts

**WRITING WORKSHOP ON MAR 5– Laptops are allowed for the purpose of working on your essay draft – bring any questions you may have. Next week we will conduct a peer review, so you must have a rough draft prepared.**

### **WEEK 10 (Peer Review)-PLEASE BRING 2 PAPER COPIES OF YOUR ESSAY DRAFT**

Mar 12: Read RC 344-55 and Evelyn Lau's "More and More" 397-406

- Cause/Effect—Tracing Reasons and Results
- Rewriting

**Peer Review Conducted Mar 12**

## **WEEK 11**

Mar 19: Read RC 262-73, Irshad Manji's "Status Anxiety?" 284-288, and *re-read BPH 35-74*

- Comparison/Contrast—Discovering Similarities and Differences
- Writing a Review
- Grammar Review

### **Peer Review Assignment Due in Class**

## **WEEK 12**

Mar 26: Read RC 407-20 and Daniel Fricker and Lars Kushner "Anti-Gay Bullying" 431-436

- Argument/Persuasion—Inciting People to Thought/Action
- Logical Fallacies

### **Portfolio 2 Due in Class**

**WRITING WORKSHOP MAR 26TH – Laptops are allowed for the purpose of working on your essay draft – consider your peer's review of your essay. Bring any questions you have to class.**

## **WEEK 13**

Apr 2: Read RC 471-476 and Lawrence Norton's "Facilitated Communication & the Power of Belief" 486-492

- Documentation in Essays (final review)

### **ESSAY DUE APR 2 in Class + Turn it in (OWL)**

## 2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](#) can be found at

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12).

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services

([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10)).

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.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

#### Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;

4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

### **Request for Academic Consideration for a Medical Absence**

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 their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) 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. An 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) ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.



The [full policy on requesting accommodation due to illness](#) can be viewed at:  
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge 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 are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](#), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

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.*

## 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 and warranted.

It is important to note that the Academic 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/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68) ).

## 4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. 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 Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, 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.

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 is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

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.

## 6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the 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/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

### 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 obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html).

### 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/>.

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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.

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