



Course Outline – Introduction to University Essay Writing

School of Humanities

General Information

Course #: Writing 1020G
Section #: 532
Term: Winter
Year: 2020
Course Day and Time: Tuesday, 12:30 – 2:30 and Thursday, 1:30-2:30
Course Location: BR 18

Instructor Information

Name: Sharon
Lindenburger
E-mail: slinden@uwo.ca
Office hours for students: Tuesday 2:30-3:30; Thursday 2:30-3:30
Office location: UH 363 (or other location if preferred, e.g. the library, Mercato lounge area)

Course Description

This course is for first-year students in all disciplines. The course is designed to develop successful writing skills combined with familiarity with the requirements of academic writing and formatting. We will cover choosing a topic, researching it, making an argument, engaging the reader, as well as grammar, sentence structure, paragraphs, editing and revising.

Required Course Materials

Graff, Gerald, Cathy Birkenstein, and Russell Durst. *They Say, I Say: The Moves that Matter in Academic Writing*. W.W.Norton, 2012.

Starkey, David. *Academic Writing Now: A Brief Guide for Busy Students*. Broadview, 2017

Casson, Leslie, ed. *A Writer's Handbook: Developing Writing Skills for University Students*. Broadview, 2018.

Learning Outcomes

:

1. Plan a written viewpoint and develop a plan that leads to impactful writing that clearly delineates major points (communication and problem-solving).
2. Develop research methods and skills suitable to the chosen essay topic and discipline; demonstrate critical thinking (critical thinking, inquiry and analysis).
3. Present scholarly research in a variety of ways and utilizing various types of academic

- sources (valuing, communication, social awareness and engagement)
4. Avoid the most common grammar and style errors to ensure writing is polished and clear (communication)
 5. Learn the easily usable process of “triage editing” to emphasize the power of expression in the essay (communication, problem-solving)
 6. Give useful feedback in peer review and peer consultation, providing constructive feedback that contributes to improvement in the essay’s style, structure, and argument. (self-awareness and development)

Teaching Methodology and Expectations of Students

Students will write an essay on a topic they are interested in and care about. Classes will involve lecture content, slides, interactive activities, and class participation.

Copyright and Intellectual Property

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

Evaluation

Personal Reflection (3 x 5% each = 15%)

Students will submit three short reflections during the term. Each must respond to a different question that will be provided by the instructor. Each reflection should be one page, double-spaced.

The goal is for the instructor to give students feedback on writing and grammar.

Formation of Themed Groups for workshoping

There will be five themed groups formed in class under broad headings. Students, having chosen a themed group, will choose their essay topics in broad relation to the theme. Students will work together to “workshop” their essay ideas, and then develop these in their individual work.

Essay Proposal – First Draft (5%)

Students will write a brief, one -page essay proposal that will address their view on an issue of their choosing from within one of the broad themes. This topic will develop into their term paper. With the brief proposal, students do not need to use secondary sources at this point.

The purpose of the assignment is articulate a good essay topic and generate ideas for later research.

Annotated Bibliography (5%)

The term essay must include a minimum of 6 scholarly sources. Students will complete an annotated bibliography in reference to two of these sources. It must include a citation style of either APA or MLA, both of which will be covered in class. The annotation summarizes the source's main topic, and then summarizes the main argument of the author. Each annotated bibliography piece should be approx. 150 words.

The goal is to demonstrate the ability to identify and understand scholarly sources.

Updated Essay Proposal (5%)

Students will correct their earlier essay proposal based on the instructor's feedback and will include at least one reference to a scholarly source that relates to their research.

The goal is to show how students' work can improve and how to include a secondary source into their writing.

Essay Outline (5%)

Students will complete an essay outline on a template sheet provided by the instructor. This is the "road map" of the essay.

Outlines that are handed in complete and on time will receive mark of 100%. Outlines that are partly complete or needing significant revision will receive a mark of 50%. Assignments that are late without accommodation will receive a mark of 0%.

Participation in Themed Groups with Peers (20%)

Weekly participation with peers in the Themed Groups is crucial to the exchange of ideas and approaches to essay topics. The groups will be interacting throughout the course, and attendance is crucial.

Everyone will receive an individual mark for participation in the themed groups. In other words, there will not be a group mark, but rather individual marks arising out of the work students do with the group.

If students attend all the peer themed processes, they will receive a mark of 100. If they have several absences without accommodation, they will receive a mark of 50. If they fail to attend the groups at all, they will receive a mark of 0.

Mid-term sample exam essay question (10%)

In their university career, students will have to undergo exams that quite possibly require a short essay

in response to an exam question. Students will have practice in writing an exam-type essay response as a way to practice writing under time pressure (as exams require). Students can choose from five questions provided by the instructor, and will write their answers in class.

Research Log (5%)

Each student will complete and hand in a research log that lists 10 activities they engaged in to prepare and write their essays. The instructor will provide the form.

Essay (30%)

Students will write an academic research essay suitable to expectations for first year undergraduates. Essays must be 8-10 pages double-spaced, not including the title page or bibliography. The essay must cite at least 6 scholarly sources. Essays must also be submitted to Turnitin through the link on OWL.

Late assignments without accommodation or permission from the instructor will be penalized 3% per day. Assignments handed in more than one week after the due date will not be accepted without documentation from an academic advisor.

Academic Accommodation

If you cannot complete most assignments on time, please contact the course instructor as soon as possible. The instructor has discretion granting extensions for these assignments. For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

Weekly Schedule:

Week	Dates	Description	Readings (From Pearson)	Assignments Due
1	Jan. 7	Introduction	course outline; interactive writing exercises and choosing your theme group	
1	Jan. 9	Why Write?	Starkey, pp. 23-29	
2	Jan. 14	They Say: "Her Point Is" "The Need to Read"	Graff, et al, pp. 30-41 Starkey, pp. 31-49	
2	Jan. 16	Thinking and Planning in Themed Groups		personal reflection #1
3	Jan. 21	I Say: "Yes/No/OK/But" Themed Groups choosing of individual topics	Graff, et al, pp. 55-77	
3	Jan. 23	Ideas Into Text	Starkey, pp. 51-67	essay proposal
4	Jan. 28	Arguments and Organization "Saying Why It Matters" "Escape from the Western Diet"	Starkey, pp. 69-81 Graff et al, pp. 92-101 Graff, et al, pp. 434-441	
4	Jan. 30	Research Your Topic	Starkey, pp. 83-99	personal reflection #2
5	Feb. 4	Citing Your Sources	Starkey, pp. 213-224	
5	Feb. 6	Documentation	Casson, pp. 89-126	
6	Feb. 11	"Hooking Your Reader" Working in your themed group	Starkey, pp. 103-113	
6	Feb. 13	Paragraphs: "And I Ought to Keep Reading Because?"	Starkey, pp. 115-141	annotated bibliography
No class February 18 or 20 – Reading Week				
7	Feb. 25	The exam essay question – written in class, 1 st hour Grammar I (essentials)	Casson, pp. 57-69	
7	Feb. 27	Grammar II (punctuation) "What's Motivating This Writer?"	Casson, pp. 71-88 Graff et al, pp. 145-155	updated essay proposal
8	Mar. 3	They Say: "Income Inequality: too big to ignore" Working in themed groups	Graff et all, pp. 580-583	
8	Mar. 5	Grammar III – Stylistic Decisions	Casson, pp. 41-55	essay outline sheet

9	Mar. 10	Spelling, Levels of language: informal, semi-formal, formal		
9	Mar. 12	Most Common Word Usage mistakes		
10	Mar. 17	Editing: "Taking Another Look"	Starkey, pp. 153-172	
10	Mar. 19	Triage Editing (editing for a deadline)		Personal reflection #3
11	Mar. 23	Peer Review on draft essays		
11	Mar. 25	Different Types of Writing: Business Writing, Sciences	Casson, pp 127-157	
12	Mar. 31	Different Types of Writing: Resumes, Case Notes	Materials from instructor	Final Essay
12	Apr. 2	Wrap-up		Research log

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at 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).

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 ;
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](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at:

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 workload 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/), <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).

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.

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.

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.

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.
