

Writing 0015F
Advanced Academic Writing for International Students
Brescia University College

Summer 2020

Instructor: Teaguen Onn

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Office Hours: Wednesday 10:30-12:30

Office: Online

Class Times and Location(s):

Monday 1:30-3:30, Online

Wednesday 2:30-4:30, Online

Course Description:

This course is designed to continue to develop the academic writing skills of international students by refining writing and research skills and incorporating citations through the writing process (proposal, annotated bibliography, and research paper). This course features intensive, writing practice with an emphasis on target editing and the principles of strong arguments and research. Students will also explore a number of readings, responding to them through journal reflection, as well as review the 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 0010 F/G or permission by the Department

Course Antirequisites: Writing 0002F/G, 1012F/G

Required Text(s):

Zemach, Dorothy E., Daniel Broudy, and Chris Valvona. *Writing Research Papers: From Essay to Research Paper*. Oxford: Macmillan, 2014. ISBN:9780230421943

Note: Other reading assignments as identified and assigned during the course, will be provided.

Course Objectives:

- Understand purpose, topic, and audience when developing a piece of academic writing
- Prepare a detailed research paper proposal, including a clearly stated research question
- Use research skills to identify and evaluate reliable sources of information
- Read and respond to a variety of model readings, demonstrating critical thinking skills
- Implement the writing process from brainstorming to outlining, drafting, 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
- Accurately and effectively incorporate outside resources into a research paper to support and develop a sound line of argumentation
- Demonstrate the ability to comprehend and apply fundamental grammar rules to academic writing
- Use strategies for targeting editing individual written work and providing feedback to peers

Assessments:

- Journal Entries (4) 30% (7.5% ea.)
- Research Paper Proposal 10%
- Annotated Bibliography 10%
- Research Paper Outline 10%
- Research Paper First Draft 20%
- Research Paper Final Draft 10%
- Participation 10%

Important Note: Attendance is required. Students who miss more than 10% of their classes without academic accommodation will lose their entire participation mark.

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 this course, students must achieve a grade of at least **75%**.

Assessment Descriptions:

Journal Entries:

Students will write 4 journal entries based on 4 readings provided to them throughout the term. Students will be evaluated on their insight into the topics, writing style, sentence structure, and grammar. This will count towards **30%** of the final grade.

Research Paper Proposal:

Students will write a research paper proposal, proposing the topic they would like to develop

and a research question they would like to explore. Students will be evaluated on their preliminary knowledge of the topic, research question, writing style, sentence structure, and grammar. Once the topic has been approved, students may continue on to the next stage of preparing their research paper. This will count towards **10%** of the final grade.

Annotated Bibliography:

Students will prepare an annotated bibliography on a list of sources they would like to use in their research paper. Students should evaluate the sources for currency, contents, authorship, etc., and briefly explain why they are suitable for the scope of their research papers. Once their annotated bibliographies have been evaluated, students may continue on to the next stage of preparing their research paper. This will count towards **10%** of the final grade.

Research Paper:

Students will prepare a research paper based on their proposal and annotated bibliography. This assignment will be comprised of three parts: the outline (**10%**), a first draft (**20%**), and a final, revised draft (**10%**). Students will be evaluated on their essay structure, ability to clearly answer their proposed research question, accurate and appropriate use of outside sources, writing style, sentence structure, grammar, and editing abilities. This will count towards **40%** 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.

Course Outline:**(WRP):** *Writing Research Papers*

Week of:	Weekly Outline / Readings	Assessments
1 Classes start May 4	<ul style="list-style-type: none"> ● Review of the Essay - WRP: pp. 2-7 ● Features of Academic Writing - Slides 	In-Class Diagnostic Writing and Grammar
2	<ul style="list-style-type: none"> ● Reporting Verbs and Passive Verbs - Video/Slides ● Choosing a Topic - WRP: pp. 8-17 ● Reading #1 - "Does language impact the way you think?" 	
3	<ul style="list-style-type: none"> ● Using Databases and Preparing an Annotated Bibliography- Slides/Handouts ● Researching - WRP: pp. 23-29 	Journal entry 1
4	<ul style="list-style-type: none"> ● Using Outside Sources - Slides ● Using Databases and Preparing an Annotated Bibliography- Slides/Handouts(cont'd) 	Research Question and Proposal
5	<ul style="list-style-type: none"> ● Evaluation of Resources - Slides 	Annotated Bibliography
6	<ul style="list-style-type: none"> ● Punctuation Rules and Common Sentence Structure Errors- Slides ● Reading #2 - "More Americans Turning to Social Media Sites for News" 	
Summer Reading Week - no classes - May 30 - June 5		
7	<ul style="list-style-type: none"> ● Outlining - WRP: pp. 30-38 ● Common Writing and Sentence Structure Errors - Slides 	Journal entry 2
8	<ul style="list-style-type: none"> ● Avoiding Plagiarism - WRP: pp. 39-49 ● Reading #3 - "A Case of Plagiarism?" WRP: pp. 67-68 ● Evaluating Resources - Slides 	Reading discussion Research Paper
9	<ul style="list-style-type: none"> ● Sentence Structure/Complex Sentences - Slides ● Integrating Sources- Slides/Video 	Journal entry 3 Conferences with Outlines

10	<ul style="list-style-type: none"> ● Writing the First Draft - WRP: pp. 60-66 ● Tips to Editing your Writing for Grammar Errors - Slides 	
11	<ul style="list-style-type: none"> ● In-text Citations (APA) - WRP: pp. 69-75 ● Academic Tone - Slides ● Reading #4 - "Spelling Debate" 	Research Paper First Draft
12	<ul style="list-style-type: none"> ● Academic Language - WRP: pp. 76-84 	Journal entry 4 Conferences with First Drafts
13	<ul style="list-style-type: none"> ● Editing your Paper - WRP: pp. 85-91 <p style="text-align: center;">*Note:Classes end July 31, 2020</p>	Research Paper Final Draft

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

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.

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 (makeups), 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

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).

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.
