

## **Brescia University College**

### **Writing 1020F-530 Introduction to University Essay Writing**

Term: Fall 2018

Class Time: Tuesday, 2:30 p.m. – 4:30 p.m. and Thursday, 2:30 p.m. – 3:30 p.m.

Class Location: St. James Building, Room 135

Instructor: Dr. Andrew Chater

Office: Ursuline Hall, Room 216

Office Hours: Monday, 1:00 p.m. – 2:00 p.m. and Thursday, 1:00 p.m. – 2:00 p.m.

E-mail: [achater@uwo.ca](mailto:achater@uwo.ca)

#### Course Description and Objectives

This 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: Antirequisites for this class are Writing 0002F/G, Writing 1002F/G, Writing 1021F/G, Writing 1022F/G and Writing 2101F/G. 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. You must come to class ready to participate, having read the assigned readings and after downloading required materials from OWL.

## 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.

Slides and additional materials will 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>
Personal Reflection	5%	September 20
Essay Proposal – First Draft	10%	September 27
Annotated Bibliography	10%	October 27
Essay Proposal – Updated Draft	5%	November 1
Essay Outline	5%	November 8
Peer Review	5%	November 22
Essay	30%	November 29
Research Log	10%	December 13
Textbook Summaries	5%	October 4 and 18, November 15, December 6
Participation	15%	Various

### *Personal Reflection (5%)*

Students will submit one short, typed reflection. It must answer a question that will be given during the first week of class. The reflection must be one page or less, double-spaced.

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

A good reflection will be thoughtful and clear, showing evidence of editing.

### *Essay Proposal – First Draft (10%)*

Students will write a brief, one- or two-page essay proposal that will discuss their opinion on a question of their choosing. Students must then write their term paper on that topic.

Students 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 proposal will provide a thoughtful, concise and well-reasoned opinion on the chosen topic with almost no typographic or grammatical errors.

### *Annotated Bibliography (10%)*

The term essay must include a minimum of 8 scholarly sources. Students must hand in an annotated bibliography with one of these sources.

It must include a citation according to one of the styles summarized in *The Brief Pearson Handbook*. It also must include an annotation that 1) states the source's thesis and 2) summarizes the main argument and method. It should be 150-200 words. The goal is to show that students can identify and understand scholarly sources.

A good quality annotated bibliography will provide a complete and concise summary of an academic article with a correct citation and almost no typographic or grammatical errors

### *Essay Proposal – Updated Draft (5%)*

Students will correct their earlier essay proposal based on corrections suggested by the professor, as well as additional corrections to reflect ongoing consideration and research.

Students should add at least one reference to a secondary source that reflects their research. The purpose of the assignment is to show that students can improve their work.

A good-quality proposal will reflect the feedback given by the instructor and overall be an improvement compared with the first draft.

### *Essay Outline (5%)*

You must hand in an essay outline. A document detailing the format of the essay outline will be available on the class OWL website.

The purpose of handing in the outline is to practice structuring arguments.

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%.

### *Textbook Summary (5%)*

Four times throughout the term, students will submit a short, typed paragraph that will answer the following question: "What is the most important thing discussed in the weekly textbook reading to this point in the course?" The paragraph should be about 100 words.

The goal is to practice the writing techniques presented in the course and receive additional feedback on grammar ahead of the final essay.

Good quality summaries will be correct, logical and thoughtful with no spelling and grammar mistakes.

### *Peer Review (5%)*

The week before your essay is due, you will participate in peer review. You will trade a draft of your paper with a classmate and give feedback on the quality of their argument, research, grammar, style and fulfillment of assignment expectations.

The purpose of the assignment is to get feedback on your writing. If you cannot attend this class for a valid reason, such as a medical issue, please talk the instructor beforehand, and we will create an alternate assignment.

This assignment will not be marked based on a rubric. At the end of the session, each student will evaluate the quality of the feedback they received and mark it out of 10.

### *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).

### *Research Log (10%)*

You must hand in a research log during the exam period.

The instructor will provide a chart. Students must fill in the chart with what they did on 10 days to create your final essay (for example, “went to the library to look for resources; read two journal articles; talked to my friend about some ideas”). The student must, at the end, write one thing they did right and one thing they did wrong.

The purpose of the assignment is to reflect on the learning throughout the term.

### **\*\*\*OPTIONAL BONUS MARKS\*\*\***

If you visit the instructor during office hours at least two days before any assignment is due, and show some evidence that you have begun serious work on the assignment, you will receive a 2% bonus on the assignment. This 2% 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 relevant notes. This bonus applies to any assignment except the textbook summaries, essay outline or peer review.

### *Class Participation (15%)*

Throughout the term, you will be evaluated based on the quality and quantity of your in-class participation. Participation will be evaluated on the basis of attendance, comments on textbook readings and general participation. If you believe that you are too shy to participate, please see the course instructor as soon as possible to discuss strategies to overcome your shyness. You also earn participation marks by 1) e-mailing the course instructor questions and comments based on the lecture or textbook, or 2) visiting the course instructor during office hours to discuss lecture or textbook material. You will receive your participation mark-to-date at the mid-way point of the term.

5/5	Perfect class attendance, with one unexcused absence permitted
5/5	Frequent comments, demonstrating analytical thought and articulate delivery
5/5	Active participation during discussion of the week's textbook reading

### Assignment Submission

Each assignment is due by 2:30 p.m. on the due date. You must hand in a stapled, paper copy (either in class or to my office) as well as an electronic version to Turnitin through the link on the class OWL website.

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.

If you fail to submit either an electronic version to Turnitin or a paper copy on time, the paper will be penalized 5%. It will not be counted as "handed in" until both items are received.

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. Only Brescia Academic Advising can grant these extensions for the final essay. Information on documentation can be found here: <http://brescia.uwo.ca/academics/academic-advising/>

There is no late submission for the essay outline or make-up for the peer review. If you cannot complete these assignments on time for a valid reason, please talk to the instructor before the due date.

If a conflict emerges because of a religious observance, please inform the instructor two weeks in advance to make a reasonable accommodation.

## Weekly Outline and Readings

September 6 – Week 1: Introduction

- Lecture reading: Course outline

September 11 and September 13 – Week 2: Where We Are

- Lecture reading: Assignment instructions

September 18 and September 20 – Week 3: Thinking and Planning

- Lecture reading: Pearson Handbook, 1-16
- Personal reflection due September 20

September 25 and September 27 – Week 4: Argumentation and Revision

- Lecture reading: Pearson Handbook, 17-33
- Essay proposal due September 27

October 2 and October 4 – Week 5: Research

- Lecture reading: Pearson Handbook, 163-193
- Textbook summary due October 4

*No class October 8 – 12 due to fall reading week*

October 16 and October 18 – Week 6: Citing Your Work

- Lecture reading: Pearson Handbook, 202-216 and 159-162
- Review Pearson Handbook, 226-339
- Textbook summary due October 18

October 23 and October 25 – Week 7: Arguments

- Lecture reading: Pearson Handbook, 217-225
- Annotated bibliography due October 27

October 30 and November 1 – Week 8: Grammar

- Lecture reading: Pearson Handbook, 371-407
- Updated essay proposal due November 1

November 6 and November 8 – Week 9: Grammar

- Lecture reading: Pearson Handbook, 408-444
- Essay outline due November 8

November 13 and November 15 – Week 10: Grammar

- Lecture reading: Pearson Handbook, 445-490
- Textbook summary due November 15

November 20 and November 22 – Week 11: Peer Review

- Lecture reading: Pearson Handbook, 341-371
- Review Pearson Handbook, 35-48 and 55-74
- Peer review session November 22

November 27 and November 29 – Week 12: Different Types of Writing

- Lecture reading: Pearson Handbook, 104-111
- Review Pearson Handbook, 49-55 and 113-145
- Essay due November 29

December 4 and December 6 – Week 13: Essay Exams and Catch Up

- Lecture reading: Pearson Handbook, 86-87
- Textbook summary due December 6

Research log is due December 13

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<http://www.westerncalendar.uwo.ca/2017/pg113.html#>

## 2018-19 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.

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. 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. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty

Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded from: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) . The student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation.

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 (refer to the Registrar's website, <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar, see the Sessional Dates tab at <http://www.westerncalendar.uwo.ca/index.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, she may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, she may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal. For information on academic appeals you can 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/>. 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 Health and Wellness at Western, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html), for information about how to obtain help for yourself or others.

### **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.