

Brescia University College

Writing 1020G – Introduction to University Essay Writing Section 530 – Winter 2019

Tuesdays: 10:30 – 11:30

Thursdays: 10:30 – 12:30

Room: MRW 153

Instructor: Lisa Macklem

Office: Ursuline Hall 216

Office Hours: Tuesday: 11:30 – 12:30

Thursday: 9:30 – 10:30

Other times by appointment

Course Description

A practical introduction to the basics of successful academic writing, designed for first-year students in all disciplines. Topics will range from grammar, sentence structure, and paragraphing to the principles of scholarly argument and research.

Course Learning Outcomes and Brescia Competencies

By the end of this course, students will have gained the following skills

- Write concisely and clearly (Communication)
- Write without grammatical errors (Communication)
- Develop ideas and organize them in a logical fashion (Critical Thinking, Inquiry & Analysis, Communication)
- Conduct thorough research in one or more academic fields and identify worthwhile scholarly sources (Problem Solving, Critical Thinking, Inquiry & Analysis)
- Summarize and respond to a variety of written materials (Critical Thinking, Valuing, Inquiry and Analysis)
- Use a variety of rhetorical skills in a piece of academic writing (Communication, Social Awareness & Engagement)
- Accurately cite sources in a recognized academic format (Communication)

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.

Slides and additional materials will be posted to the class OWL website.

Course Materials

Required Text:

Faigley, Lester, Roger Graves and Heather Graves. *The Brief Pearson Handbook*. 4th Cdn. Ed. Don Mills, ON: Pearson, 2017. (Available in the Western Bookstore)

Weekly Readings:

Rather than ask you to purchase a separate reading text, weekly readings will be available to download through the course site on OWL. In order to keep the readings interesting and relevant, they will be posted as the semester progresses. Students are responsible for checking OWL regularly to stay informed about the readings for class. Readings will be short and relevant for discussion or as examples of writing.

Assignments and Evaluations

| Assignment | Value | Due Date |
|------------------------|-------|-------------|
| Take Home Assignment | 15% | January 31 |
| Essay Proposal | 5% | February 12 |
| Annotated Bibliography | 5% | March 19 |
| Quizzes & Exercises | 15% | Each class |
| Peer Review | 10% | March 26 |
| Essay | 45% | April 2 |
| Presentations | 5% | Various |

Attendance and Participation

This course has a very strong practical aspect that requires students to attend each class. Students who are absent will NOT be able to make up in-class exercises and quizzes.

Due Dates

Late assignments will be penalized at 2% per day (weekends included) to a maximum of two weeks, unless approved accommodation is granted. If you need accommodation, please see your Academic Advisor at the earliest opportunity. If you are struggling with an assignment, let me know right away. You can also seek help at the Brescia Writing Centre.

Submissions

All assignments must be submitted no later than the start of class on the due date, unless otherwise specified. Submissions must be in hard copy, unless otherwise instructed. Specific guidelines will be provided with each assignment as to the expected format for that assignment. All assignments will be posted on OWL.

Remember to keep a copy of your work!

Statement on Academic Offences

Please consult the Brescia Academic Policies and Regulations. Academic integrity is expected and plagiarism will not be tolerated.

Statement on Use of Electronic Devices

Students are expected to refrain from inappropriate use of technology in the class. This does not extend to actively searching for material pertinent to an active discussion. Cell phones should be silenced – I reserve the right to answer any phone calls that interrupt the class!

Weekly Outline

| Date | Topic/Readings | Assignments Due |
|----------------|--|-----------------------------|
| January 8 | Introduction to course | |
| January 10 | Audience; Effective Style and Language Reading: Pearson Handbook 1-5; 341-371 | |
| January 15 | Grammar Reading: Pearson Handbook 371-428 | |
| January 17 | Reading Critically Reading: Pearson Handbook 35- 63 | |
| January 22 | Planning, Drafting, Revising; Effective Style and Language Reading: Pearson Handbook 5-33 | |
| January 24 | Punctuation Reading: Pearson Handbook 429-490 | |
| January 29 | Writing for Different Purposes Reading: Pearson Handbook 64-74; 148-199 | |
| January 31 | Planning Research and Finding Sources Reading: Pearson Handbook 148-163 | Take Home Assignment |
| February 5 | Designing and Presenting Reading: Pearson Handbook 113-147 | |
| February 7 | Writing in the Disciplines Reading: Pearson Handbook 75-98 | |
| February 12 | Finding Sources Reading: Pearson Handbook 163-201 | Essay Proposal |
| February 14 | Incorporating and Documenting Sources Reading: Pearson Handbook 202-226 | Presentations |
| February 19/21 | <i>Reading Week – no class</i> | |
| February 26 | MLA Documentation Reading: 227-274 | |
| February 28 | MLA continued | Presentations |
| March 5 | APA, CMS Documentation Reading: Pearson Handbook 275-331 | |
| March 7 | APA continued | Presentations |
| March 12 | More on Documentation | |
| March 14 | Library Presentation TBA | Presentations |

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|----------|---|-------------------------------|
| March 19 | Writing for Work Reading: Pearson Handbook 104-112 | Annotated Bibliography |
| March 21 | Writing for Work (continued) | Presentations |
| March 26 | Being a Good Editor/Proofreader Grammar & Punctuation review | |
| March 28 | ATTENDANCE IS MANDATORY | Peer Review |
| April 2 | Blogging | Essay |
| April 4 | | Presentations |
| April 9 | Writing essay exams Reading: Pearson Handbook 86-88 | |

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 . 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

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).

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, 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.

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, 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/>.

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.