

Brescia University College

Writing 2101F

Expository Writing

Term: Fall 2018

Class Time: Thursday, 8:30 a.m. – 10:30 a.m.

Class Location: Ursuline Hall, Room 26

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.

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Course Description and Objectives

This course builds writing skills. It helps develop research and thinking skills, designed to help students in all courses of study achieve academic and career goals. A key goal is to enhance exposition skills. Topics include planning research, academic research, argument structure, grammar, expository style and revision.

By the end of the course, students will be able to:

- Develop logical writing supported by quality academic research and critical thinking (critical thinking, inquiry and analysis)
- Plan and structure writing to enhance its maximum impact and ensure major points are compelling (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)

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 (<https://owl.uwo.ca/portal>). Read each week's assigned readings before coming to class.

Required Readings

Required readings are found below in the weekly outline section. The required textbook is available for purchase at the Western bookstore:

- William E. Messenger, Jan de Bruyn, Judy Brown and Ramona Montagnes. *The Canadian Writer's Handbook*. Second Essentials Edition. Don Mills, Ontario: Oxford University Press, 2017.

Note: If you already own *The Brief Pearson Handbook*, please talk to me.

Additional readings are listed below and available for download from the class OWL website.

Assignments and Evaluations

<u>Assignment</u>	<u>Value</u>	<u>Due Date</u>
Writing Portfolio	55%	Various (5% each)
Essay – First Draft	10%	November 22
Essay – Final Draft	20%	December 13
Participation	15%	Various

Essay – First Draft (10%)

You will write an expository essay in response to a topic of your choice approved by the professor. Essays must be 8-10 pages, not including your bibliography or cover page. Your essay must include a minimum of 8 scholarly sources. A good-quality essay will deliver a interesting and well-written argument in response to the essay topic.

If you participate in the “peer review” session before the essay is due, you will receive a 3% bonus on the assignment.

Essay – Updated Draft (20%)

Students will correct their earlier essay draft based on corrections suggested by the professor, as well as additional corrections to reflect ongoing consideration and research. A good-quality proposal will reflect the feedback given by the instructor and overall be an improvement compared to the first draft.

I will provide you with written feedback and also will be available to meet with you in office hours to discuss your progress.

Writing Portfolio (11 x 5%)

Students will submit one short, typed reflection each week that describes their research process. It must answer a question or complete a task given by the professor. The reflection must be about 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.

Week 3	What makes a piece of writing or an argument interesting or persuasive?
Week 4	What is your essay research question? Why do you think it will be a good research question?
Week 5	What is your working thesis? What is your opinion about your topic right now?
Week 6	What is your greatest weakness as a writer, and why?
Week 7	Correct your reflection from week 2, 3 or 4 and refine your point.
Week 8	Provide a citation for one of your sources. State the source's thesis, provide a summary and state the method.
Week 9	Provide your working bibliography.
Week 10	Provide an essay outline
Week 11	What is one thing you are not happy with in your essay?
Week 12	What is the most important thing you have learned in the weekly readings so far?
Week 13	Overall, would you say this writing experience has been positive or negative? Why?

Here is the rubric I will use to mark each reflection:

Mark	Comments
5/5	<ul style="list-style-type: none">- The reflection is interesting, and analytical- There are a few small grammar issues, but overall it is written very clearly, as well as concisely, and is thus easy to understand
4/5	<ul style="list-style-type: none">- The reflection is interesting and analytical, though perhaps one point could use elaboration- There are more than a few small grammar issues, but overall it is easy to understand
3/5	<ul style="list-style-type: none">- The reflection is fairly interesting and analytical, though a couple of points could use elaboration- There are more than a few grammar issues, and overall a few portions are confusing
2/5	<ul style="list-style-type: none">- The reflection is somewhat interesting and analytical, though several points could use elaboration- There is some good writing in the reflection, though several portions are confusing; there are many grammatical errors and typos
1/5	<ul style="list-style-type: none">- The reflection is confused, inconsistent or unreasonable- The writing style is confusing; there are many grammatical errors and typos

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 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 8:30 a.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 weekly 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/>

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 and assignment instructions

September 13 – Week 2: Reflecting on Writing

- Bring in a piece of writing you think is good and be prepared to describe it

September 20 – Week 3: Planning Your Writing

- Canadian Writer's Handbook, 1-24

September 27 – Week 4: Making Good Points

- K.M. Moran and Eric Henderson, "The Expository Essay" [OWL]

October 4 – Week 5: Conducting Good Research

- Canadian Writer's Handbook, 223-231

No class October 8 – 12 due to fall reading week

October 18 – Week 6: Citing Your Work

- Canadian Writer's Handbook, 232-272 (skim pages 240-272)

October 25 – Week 7: Making Even Better Points

- Charles King, "Battling the Six Evil Geniuses of Essay Writing," *Political Science and Politics* 31, no. 1 (1998): 59-63. [OWL]

November 1 – Week 8: Essentials of Sentences

- Canadian Writer's Handbook, 27-60 (skim/read personally relevant points)

November 8 – Week 9: Essentials of Punctuation

- Canadian Writer's Handbook, 148-180 (skim/read personally relevant points)

November 15 – Week 10: Peer Review

- Canadian Writer's Handbook, 273-285

November 22 – Week 11: Essentials of Speech and Diction **FIRST DRAFT DUE**

- Canadian Writer's Handbook, 61-148 (skim/read personally relevant points)

November 29 – Week 12: Essentials of Mechanics and Spelling

- Canadian Writer's Handbook, 181-222 (skim/read personally relevant points)

December 6 – Week 13: Review

- TBA

Final paper due December 13

Copyright: PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and any other components of the course materials are the intellectual property of the instructor. Reproduction through tape-recording, video-recording, photographing, sharing on any social media site, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may also be considered a scholastic offence, which may lead to sanctions. Further information on Scholastic Offences is available at

<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 . 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.