

Course Outline – Introduction to University Essay Writing

School of Humanities



General Information

Course #: Writing 1020G

Section #: 530

Term: Fall

Year: 2021

Format: Online

Course Day and Time: Monday, 4:30 pm – 5:30 pm

Wednesday, 3:30 pm – 5:30 pm

Course Dates: January 3 – April 30

Instructor Information

Name: Dr. Andrew Chater

E-mail: achater@uwo.ca

Office hours: Friday, 11:00 am – 12:00 am, via Zoom

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.

Required Course Materials

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

Jeffrey Andrew Weinstock. *The Mad Scientist's Guide To Composition*. Broadview Press, 2019.

Learning Outcomes

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

1. Develop logical arguments supported by quality academic research and critical thinking (critical thinking, inquiry and analysis)
2. Avoid common grammar and style errors to ensure writing is as easy to read as possible (communication)
3. Plan arguments and structure writing to enhance its maximum impact and ensure major points are convincing (communication, problem solving)
4. Present scholarly research in a variety of styles and drawing on a variety of academic sources (communication, social awareness and engagement, valuing)
5. Construct useful feedback on writing by peers and deliver constructive criticisms that lead to measureable improvement (self-awareness and development)

Brescia Competencies

Competency	Goal for the Term
1. Communication	Develops a compelling, thoughtful and developed argument or message that targets a specific audience and incorporates others' perspectives; consistently follows the conventions and techniques of the discipline and medium (level 3)
2. Critical Thinking	Identifies key concepts, statements and premises of arguments and the connections between premises and conclusions (level 1)
3. Inquiry and Analysis	Identifies or develops a focused subject of inquiry, finds appropriate evidence from various points of view and/or methods and develops a general conclusion based on inquiry findings (level 2)
4. Problem Solving	Recognize when a problem exists and apply appropriate problem-solving framework to develop multiple solutions; implement a solution that addresses a problem statement and reflects on results and outcomes (level 2)
5. Self-Awareness and Development	Monitor progress toward goals; feelings of self-worth are not damaged by reflecting on and analyzing failures (level 3)
6. Social Awareness and Engagement	Demonstrates surface understanding of, and interest in, different cultures and social issues, although receptive to interactions with diverse others (level 1)
7. Valuing	Identifies ethical or spiritual concepts and issues, and the various contexts where they may appear; starts to articulate own values (level 1)

Teaching Methodology and Expectations of Students

This class will take place online, on Zoom, during our scheduled class time. Each week, students will:

- Read a text reading before coming to class;
- Download the weekly materials from our class OWL;
- Take part in an online lecture with participation, and;
- Work on class assignments.

Classes will be recorded and posted online for 24 hours after class for those students who unable to attend class for health or personal reasons. If you cannot attend class, watch the recording of the class on OWL. You will see instructions on how to complete the participation activities.

The classes for this course will be recorded and streamed. The data captured may include your image, voice recordings, and for online participants chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings or streaming. Participants in this course are not permitted to privately record the sessions, except where recording is an approved accommodation, or the student has the prior written permission of the instructor.

Evaluation Breakdown

Component	Weight	Date/ Deadline	Learning Outcome	Brescia Competencies
Personal Reflection	10%	Jan. 14	2	1, 4, 5
Essay Proposal	10%	Jan. 28	1	1, 2, 3, 4, 5, 6, 7
Annotated Bibliography	10%	Feb. 11	1, 4	1, 2, 3, 4, 5
Essay Outline	10%	Mar. 4	3	1, 2, 3, 4, 5, 6, 7
Sample Argument	10%	Mar. 18	2	1, 4, 5
Peer Review	10%	Mar. 31	5	1, 4, 5, 6, 7
Essay	30%	Apr. 14	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Participation	10%	Ongoing	4, 5	1, 4, 6, 7

Evaluation

Component	Description	Goal
Personal Reflection	Students will submit a one-page reflection that answers a question given during the first week of class.	Set goals for the essay and improve grammar.
Essay Proposal	Students will write an approximately one-page essay proposal that will discuss their opinion on a question of their choosing. Students must then write their term paper on that question. Students should not use secondary sources to answer the question.	Articulate a good essay topic and generate ideas for later research.
Annotated Bibliography	Students will create an annotated bibliography with sources they will use in their essay. The assignment must include a citation and a 200-word summary of each source.	Learn to find and understand scholarly sources.
Essay Outline	Students will hand in an essay outline on their chosen essay topic.	Practice structuring arguments.
Sample Argument	Students will submit one of the arguments from their paper, or part of one of their arguments. The assignment should be about 200 words.	Receive feedback on integration of evidence.
Essay	Students will write an argumentative essay in response to the topic articulated in the essay proposal. It must be about eight pages, not including the bibliography or cover page. It must cite at least eight scholarly sources.	Create a persuasive argument on the chosen topic.
Peer Review	Students will complete an in-class peer review.	Get essay feedback.
Participation	Students will be evaluated based on the quality and quantity of their participation.	Create a lively classroom environment.

Academic Submission

All assignments are due by 11:59 pm on the due date via the class OWL website. The late penalty is 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. The exception is the peer review, which is an in-class activity; thus, there is no late submission of that assignment.

Academic Accommodation

To receive an accommodation or extension for any course component, documentation from an academic advisor is necessary. Please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

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.

Class Schedule

Week	Dates	Description	Readings	Assignments Due
1	Jan. 3 and 5	Introduction	Course Outline	
2	Jan. 10 and 12	Grammar I	Weinstock, chapter 1	Personal Reflection
3	Jan. 17 and 19	Choosing a Topic	Weinstock, chapter 3	
4	Jan. 24 ad 26	Research	Weinstock, chapter 2	Essay Proposal
5	Jan. 31 and Feb. 2	Citing	Weinstock, chapter 6	
6	Feb. 7 and 9	Arguments	Weinstock, chapter 4	Annotated Bib.
7	Feb. 14 and 16	Structure	Weinstock, chapter 3	

Reading Week Feb. 19-27

8	Feb. 28 and Mar. 2	Grammar II	Weinstock, chapter 5	Essay Outline
9	Mar. 7 and 9	Grammar III	Weinstock, Addendum I and II	
10	Mar. 14 and 16	Being Critical	Weinstock, chapter 7	Sample Argument
11	Mar. 21 and 23	Finishing Touches	Weinstock, Addendum III and IV	
12	Mar. 28 and 30	Peer Review	Weinstock, chapter 5	Essay First Draft (peer review)

Final Essay due April 14

2021-22 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at https://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 (https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&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 work load is not manageable, you should consult your Academic Advisor (https://www.brescia.uwo.ca/enrolment_services/academic_advising/index.php). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to <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.

Please note that for asynchronous online courses, attendance or participation requirements may be different than for synchronous or in-person courses.

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 **Health & Wellness at Brescia** (https://brescia.uwo.ca/student_life/health_and_wellness/index.php) 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 https://brescia.uwo.ca/safe_campus/sexual_violence/index.php .

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.
