

## Course Outline – Introduction to University Essay Writing

### School of Humanities



#### General Information

Course #: Writing 1020F

Section #: 530

Term: Intersession

Year: 2021

Course Day and Time: Monday through Thursday, 1:00 pm – 4:00 pm

Course Dates: May 10 – May 28

#### Instructor Information

**Name:** Dr. Andrew Chater

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

**Office hours:** After each class 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 an open access textbook, available for download from the class OWL website:

**Tara Horkoff. *Writing For Success: 1<sup>st</sup> Canadian Edition*. Toronto: eCampus Ontario, 2015.**

#### 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 o 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 day, students will:

- Look at a text reading before coming to class;
- Download the daily 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 48 hours after class for those students who unable to attend class for health or other 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.

By attending class, you consent to your voice or image being recorded and posted online. If you do not consent to being recorded, please speak to the course instructor so that an accommodation can be arranged.

## 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.

## Evaluation Breakdown

Component	Weight	Date/ Deadline	Learning Outcome	Brescia Competencies
Personal Reflection	5%	May 11	2	1, 4, 5
Essay Proposal	10%	May 14	1	1, 2, 3, 4, 5, 6, 7
Annotated Bibliography	10%	May 18	1, 4	1, 2, 3, 4, 5
Essay Outline	15%	May 21	3	1, 2, 3, 4, 5, 6, 7
Textbook Summary	5%	May 27	2	1, 4, 5
Essay	40%	May 31	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Participation	15%	Ongoing	4, 5	1, 4, 6, 7

## Evaluation

Component	Description	Goal
Personal Reflection	Students will submit a short, typed reflection. It must answer a question that will be given during the first week of class. It must be about 200 words.	Receive feedback on grammar and set goals for the essay.
Essay Proposal	Students will write a brief, 400-word 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 must hand in an annotated bibliography with one source they will use in their essay. The source must include a citation and a 200-word summary of the source.	Demonstrate the ability to identify and understand scholarly sources.
Essay Outline	Students must hand in an essay outline on their topic.	Practice structuring arguments.
Textbook Reflection	Students will submit a short, typed reflection about the textbook. It must answer a question that will be given during the first week of class. It must be about 200 words.	Receive feedback on grammar and reflect on learning.
Essay	Students will write an argumentative essay in response to the topic articulated in the essay proposal. It must be 2,000 words, not including the bibliography or cover page. It must cite at least eight scholarly sources.	Create a persuasive argument on the chosen topic.
Participation	Students will be evaluated based on the quality and quantity of their participation. Students who cannot attend a class should contact the course instructor for accommodation.	Create a lively and supportive classroom environment.

## Academic Submission

Each assignment is due by 11:59 pm on the due date. Hand in an electronic version 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.

## Academic Accommodation

To receive an accommodation or extension for course components worth less than 10% of the total course grade, documentation is not required. Please speak to the course instructor. Whenever possible, students should provide notification in advance of due dates or absence. If advance notification is not possible, the course instructor should be contacted within two business days.

To receive an accommodation or extension for course components worth 10% or more of the total course grade, documentation is required from an academic advisor. Please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

## Class Schedule

Class	Dates	Description	Readings	Assignments Due
1	May 10	Introduction	Course Outline	
2	May 11	Choosing a Topic	Horkoff, chapter 1	Personal Reflection
3	May 12	Planning	Horkoff, chapter 5	
4	May 13	Research	Horkoff, chapter 7	Essay Proposal (May 14)
5	May 17	Citing	Horkoff, chapter 9	
6	May 18	Arguments	Horkoff, chapter 10	Annotated Bib.
7	May 19	Structure	Horkoff, chapter 11	
8	May 20	Grammar I	Horkoff, chapter 2 and 3	Essay Outline (May 21)
9	May 24	No class (Victoria Day)	None!	
10	May 25	Grammar II	Horkoff, chapter 4 and 6	
11	May 26	Being Critical	Horkoff, chapter 8	
12	May 27	Peer Review	Horkoff, chapter 12	Textbook Reflection
<b>Final Essay due May 31</b>				

## 2020-21 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found 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).

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](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](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](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/), <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 maybe 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](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, 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](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](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/>.

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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.

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