

Brescia University College

Writing 2101F – Introduction to Expository Writing Section 531 – Summer 2023

Asynchronous Lectures via Owl

Instructor: Lisa Macklem

Office: Via Zoom

Office Hours: Wednesday 5-6 pm

Other times by appointment

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Course Description

An introduction to the basic principles and techniques of good writing. The course will focus on practical work and the development of writing skills for a variety of subjects and disciplines with an emphasis on critical thinking and documentation.

Course Outcomes and Brescia Competencies

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

- Avoid common grammar and style errors to ensure that writing is as easy to read as possible and appropriate to the target audience (Communication)
- Adopt genre conventions for various types of writing (Communication)
- Develop logical writing supported by quality academic research and critical thinking (Critical Thinking; Inquiry & Analysis; Problem Solving)
- Plan and structure writing to enhance its maximum impact and ensure major points are compelling (Communication; Problem Solving; Critical Thinking; Inquiry & Analysis)
- Present scholarly research in a variety of styles and draw on a variety of academic sources (Communication; Social Awareness & Engagement; Valuing)
- Construct useful feedback on writing by peers and deliver constructive criticisms that lead to measureable improvement (Communication; Critical Thinking; Inquiry & Analysis; Problem Solving; Self Awareness & Development)

Class Organization

All materials will be posted via Owl. Typically, there will be 2-4 short lectures posted per week, depending on the length of each video. (ie 2 longer videos or 4 shorter ones or a combination) Students are expected to watch the videos on the weeks for which they are assigned as the quizzes for that week will be based upon the material for that week. While this is an asynchronous course, students are still expected to keep up with the weekly materials. **Quizzes will only be available for ONE week.**

Course Materials

Recommended 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)

OR either the *APA Publication Manual* 7th ed. or the *MLA Publication Manual* 9th ed. Both are available through the bookstore or online. Students should consider investing in the Manual that is required for their major course of study.

Readings:

Rather than ask you to purchase a separate reading text, readings will be available to download through the course site on OWL. Students are responsible for checking OWL regularly to stay informed about readings for class. An announcement will be sent through OWL when a reading is posted.

Assignments and Evaluations

Assignment	Value	Due Date
Critiques (2)	30%	June 30, July 22
Essay Proposal	15%	July 8
Quizzes & Exercises	20%	Weekly - Online
Research Essay	30%	July 29
Library Session	5%	TBA

Timely Attention to Class Materials

This course has a very strong practical aspect that requires students to keep up with the lectures and readings. Quizzes must be done in the week allotted to them.

Due Dates

Late assignments will be penalized at 5% per day (weekends included) to a maximum of one week, unless approved accommodation is granted. After one week, assignments will NOT be accepted. If you need accommodation, please contact your Academic Advisor at the earliest opportunity. If you are struggling with an assignment, let me know right away. You can also seek help with the Brescia Writing Centre.

Submissions

All assignments must be submitted on the due date. Submissions **must be in Word** and uploaded to the Assignments page of Owl. Assignments submitted as a PDF will NOT be graded. 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.

ChatGPT

Any use of ChatGPT or other AI writing assistance is not encouraged as it defeats the purpose of taking a writing class. If you use an AI tool for **ANY** aspect of assignment preparation, you must submit your prompt and the AI content along with your assignment. Assignment wording should be your own: If you use any of the AI content directly in your assignment, you must acknowledge that content fully and clearly to avoid a scholastic offence.

Weekly Outline

Date (week of)	Topic/Readings	Assignments Due
May 8	Introduction to course; Audience; Choosing Words	<i>Quizzes & Exercises weekly</i>
May 15	Effective Sentences, paragraphs; Writing in the Disciplines; Beginning research;	
May 22	Thinking critically; Writing a critique; Punctuation	
May 29	Incorporating and Documenting Sources; Basic Essay writing; Grammar	Critique 1 (June 2)
June 5	Major Research assignment: Proposal Writing	
June 12	Library “Tour” (to be confirmed)	
June 19	Basic Essay Steps; Logical Argumentation	Essay Proposal (June 23)
June 26	More on thinking critically and writing persuasively	
July 3	Incorporating and Documenting Sources; Avoiding plagiarism	Critique 2 (July 7)
July 10	APA – intensive week (also ASA)	
July 17	MLA – intensive week (also Chicago)	
July 24	Other forms of writing: blogging, business writing, writing essay exams	Research Paper (July 28)

Technical Requirements:



Stable Internet Connection



Laptop or Computer



Working Microphone



Working Webcam

Students can phone into zoom if they are experiencing technical difficulties. Students should also consult Western Technical Services (<https://wts.uwo.ca/>) with any technical problems they encounter – I can't help!

2022-23 Brescia University College Academic Policies And Regulations

1. Policy Regarding Academic Accommodation

The complete policy regarding Accommodation for Illness - Undergraduate Students can be found at

https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_135

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. For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner;

2. 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.

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 https://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.

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://brescia.uwo.ca/enrolment_services/academic_advising/book_an_appointment.php).

If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please contact your Academic Advisor or see the list of sessional dates in the Academic Calendar

(<https://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 (https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#Page_64).

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: https://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.

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

https://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 Development & Success 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.
