

**2101F: Introduction to Expository Writing**

Fall 2019

**Section: 001****Email: Please Use OWL Message****Time/Room: Tues. 12:30-3:30, FNB 1270****Office: UC 1426****Instructor: Professor Freeborn****Office hours: Tuesday and Thursday 3:30-4:30,  
or by appointment****Course Objectives**

“An introduction to the basic principles and techniques of good writing. The course will emphasize practical work and the development of writing skills for a variety of subjects and disciplines.” By “practical work,” this course description from the calendar means to indicate that you will spend much of your time in this course writing, responding to the writing of others, and revising your work in light of the responses you receive to it. Consequently, in this course you will not only produce written texts, but also develop a critical eye for examining the written texts of others, both professionally-written and written by others in your class.

The calendar course description also points to the development of writing skills in “a variety of subjects and disciplines.” While it would simply not be possible to study and write in all the genres that are used across a complex university such as Western, you will be asked to write in more than one genre. When you do so, pay attention to the rules/constraints of that genre and study how those rules give you clues to what is regarded as “good writing” for the genre you are writing in. Try to develop a conscious awareness (metaknowledge) about the rules for writing well and how they shift depending on the context for writing.

More generally, the course aims to contribute to your development of an “ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing, to a range of audiences” (Ontario Council of Academic Vice-Presidents’ statement on ‘University Undergraduate Degree Level Expectations,’ 24 October 2005).

**Required Text**

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

**Course Requirements**

Quizzes	10%
Essay 1: Rhetorical Analysis	20%
Essay 2: Writing to Inform	30%
Essay 3: Researched Argument	40%

In addition to submitting final drafts on the due date for each assignment, you are required to bring a draft of each assignment to class for each of the scheduled peer-review sessions. Failure to attend a scheduled peer-review session with a draft sufficiently complete (in your instructor's opinion) to permit meaningful review or to participate actively in the peer-review session *will* result in a 10% penalty being applied to the earned grade for that assignment. In other words, an assignment that would have earned a 78, for example, will receive instead a recorded grade of 70. This penalty will be applied in addition to any other penalties incurred (e.g., for late submission).

### **Assignment Format**

You must submit an electronic and a paper copy of the final draft of each essay. Essays must be typed, double-spaced, and stapled. All assignments must have your name, course name, section number, and instructor's name on the first page. When using sources in a paper, you will be expected to follow MLA standards for documentation, detailed in chapter 37 of *The Canadian Writer's Handbook*.

### **Submitting Assignments**

Assignments are due in class on the date specified on the schedule. Late essays will be penalized a full letter grade and will not receive comments unless your instructor has emailed you to grant an extension. You must apply for extensions ahead of the due date; they are not automatic.

Your instructor will advise you at the beginning of term of her/his preferences as to assignment submission (paper, electronic, or both) for grading purposes. ***Note, however, that in this course you will be required to submit the final version of each of your essays electronically, through Sakai, to turnitin.com.***

If necessary, please submit essays to the English and Writing Studies Drop Box outside University College 2401A, making sure you include your instructor's name and your section number. However, you must neither fax nor email assignments. You must also keep copies (electronic, paper, or both) of all assignments submitted.

### **Attendance Policies**

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation: that means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).
- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g., if you've missed three hours and need or want to miss another class meeting), discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

**Note:** a class meeting missed in order to write a test, exam, or other form of ‘make-up class’ in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at Western University **shall not require** a student to write a make-up test or similar at times which conflict with that student’s other scheduled class times. If you are asked or ‘required’ to do this, you should immediately contact an academic counsellor in your Dean’s office. If you elect to miss a Writing class in order to write such a test in another class, that is **your** choice; your absence will not be excused.

**Attendance also extends to tardiness.** If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

### **Classroom Policy**

You will be expected to read the chapters assigned from your textbook before coming to class. I will not summarize the required reading. Instead, I will explain the salient issues arising from a particular chapter. Also, expect intermittent lessons on unassigned topics in response to repeated writing errors.

### **Email Policy**

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you e-mail me using Outlook/Western email, you can expect a response within one week. If you email me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will post an announcement on OWL. Please keep in mind that you should use e-mail to arrange appointments, to inform me that you will miss a class, and to ask relatively simple questions (i.e., questions that I can answer in one or two sentences).

### **Medical Accommodation Policy**

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading ‘Accommodation for Illness – Undergraduate Students’, noting the procedures, restrictions, and notice requirements:

[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)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

**Writing Studies’ Basic Policy:** students seeking academic consideration **on medical or any other grounds** for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (**for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period**) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration **must communicate with their instructors no later than 24 hours** after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

**Exception:** in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** *may* first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in **Writing Studies’ Basic Policy**.

**Please note** that individual instructors will **not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office of a student’s home Faculty.

**Students who are or who feel they should be covered under Student Accessibility Services** should review Western policy here:  
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

**Students who are in emotional/mental distress should refer to MentalHealth@Western:**  
[\(https://www.uwo.ca/health/\)](https://www.uwo.ca/health/) for a complete list of options about how to obtain help.

### **Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing**

Please refer to the “Information for All Students in a Writing Course” for more detailed information. Briefly, remember that I do not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean’s office of your home faculty.

### **Scholastic Offences, including Plagiarism**

The University Senate requires the following statements, and Web site references, to appear on course outlines:

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:  
[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text 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 (see Scholastic Offence Policy as above). Plagiarized work will receive an ‘F’ (ranging from 0 to 49) and may result in failure in the course as a whole.

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 Western and Turnitin.com (<http://www.turnitin.com>).”

***Note: In this course, the final versions of your assignments must be submitted electronically to turnitin.com through your section’s Sakai HomePage. Your instructor will provide you with further information and instructions on this procedure.***

## Prerequisites

The University Senate requires the following statement to appear on course outlines:

“Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this 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 prerequisites.”

## Class Schedule

Dates	Focus	Readings/Topics
Week 1 (Sept. 10)	Introduction to the course Go over syllabus Essay 1: Rhetorical Analysis	The Writing Process: Planning, Writing, and Revising the Whole Essay Chapter 1a-1d
Week 2 (Sept. 17)	Critical Reading and Viewing Rhetorical Analysis	Critical Reading and Viewing, and Rhetorical Analysis (Lecture) Chapter 26: Formatting an Essay Chapter 29: Titles
Week 3 (Sept. 24)	Paragraph and Sentence Construction	Chapter 2: Paragraphs Writing Effectively: Verb Choice, Agents (Lecture) Chapter 8: Verbs Chapter 15: The Comma
Week 4 (Oct. 1)	<b>Essay 1 Peer-Review Draft due in class</b> Sentence grammar, structure, and punctuation <b>Quiz 1: Parts of Speech (2.5%)</b>	Chapter 1h-1i: Revising, Editing, and Final Draft Preparation  Chapters 16-17: Semicolons and Colons

Week 5 (Oct. 8)	<b>Essay 1 Final Draft due in class</b>  Essay 2: Writing to Inform or Persuade	Chapter 4: Working with Sentence Elements to Create Variety and Emphasis  Chapter 5a-5c Sentence Fragments, Comma Splices, and Run-ons
Week 6 (Oct. 15)	Writing to Inform Choosing the right word (diction)	Writing to Inform (Lecture) Chapter 14: Diction Chapter 25: Avoiding Common Errors in Punctuation
Week 7 (Oct. 22)	<b>Essay 2 Peer-Review Draft due in class</b>  <b>Punctuation Quiz (2.5%)</b>	Writing to be Inclusive (Chapter 7e) Chapters 5d-5e: Modifier Problems Chapter 5f-5g: Mixed Constructions; Shifts

Week 8 (Oct. 29)	<b>Final Draft of Essay 2 due in class</b>  Essay 3: Research Essay	Other punctuation: Chapters 18-24  Chapter 33: The Research Plan Chapter 9: Agreement Between Subject and Verb
Week 9 (Nov. 12)	<b>Quiz 3: Editing Exercise (5%)</b> Research: Using the Library	Research: Using the Library Chapter 35: Acknowledging Sources Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity
Week 10 (Nov. 19)	Documentation Systems	Chapter 37: Documentation
Week 11 (Nov. 26)	<b>Essay 3 Peer-Review Draft due in class</b>	
Week 12 (Dec. 3)	<b>Final Draft of Assignment 3 due in class</b>	

