



Writing 2101: Introduction to Expository Writing Winter 2019 (January 7—April 9, 2019)

Instructor



Dr. Christopher Lee
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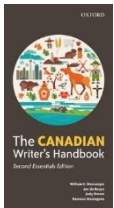
Office

Floating in cyberspace or in 1426
University College

Office hours

Email anytime; online chat or Skype by appointment

Textbook



Title: *The Canadian Writer's Handbook*
Author: Messenger, de Bruyn, et al.
Publisher: Oxford
Edition: 2nd Essential (2017)
ISBN: 9780199025572

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. The focus in this course will be to have you engage in both the production of written texts and also develop a critical eye for examining the written texts of others, both professionally written and written by others in the class you are in.

The course description from the calendar 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 of 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).

Course Requirements

Assignment	Due Date
Essay 1: Rhetorical Analysis (20%)	Rough Draft: End of Week 2 Final Draft: End of Week 4
Essay 2: Inform or Persuade (30%)	Rough Draft: End of Week 6 Final Draft: End of Week 8
Essay 3: Researched Argument (40%)	Rough Draft (partial if need be): End of Week 10 Final Draft: Last day of class
Discussion Boards (10%)	Ongoing

Class Schedule

Dates	Topic	Readings
Week 1 (Jan 7-13)	Introduction to the course Go over syllabus	The Writing Process: Planning, Writing, and Revising the Whole Essay Chapter 1a-1g
Week 2 (Jan 14-20)	Rough Draft for Assignment 1 due January 20 in the discussion board	Rhetorical Analysis (Lecture Material) Chapter 26: Formatting an Essay Chapter 29: Titles
Week 3 (Jan 21-27)	Peer review workshop for Essay 1 in the discussion board	Chapter 1h-1i: Revising, Editing, and Final Draft Preparation Chapter 2: Paragraphs
Week 4 (Jan 28-Feb 3)	Assignment 1 Final Draft due: February 3	Writing Effectively: Verb Choice, Agents Chapter 8: Verbs Chapter 15: The Comma
Week 5 (Feb 4-10)		Chapter 4: Working with Sentence Elements to Create Variety and Emphasis Chapter 5a-5c Sentence Fragments, Comma Splices, and Run-ons Chapters 16-17: Semicolons and Colons
Week 6 (Feb 11-17) READING WEEK Feb 18-24	Rough Draft for Assignment 2 due February 17 (any time before February 25)	Writing to Inform (Lecture Notes) Chapter 14: Diction
Week 7 (Feb 25-Mar 3)	Peer review workshop for Assignment 2	Writing to be Inclusive (stereotypes, gender bias, race and ethnicity, etc.) (Chapter 7e) Chapters 5d-5e: Modifier Problems Chapter 5f-5g: Mixed Constructions; Shifts

Dates	Topic	Readings
Week 8 (Mar 4-10)	Final Draft of Assignment 2 due March 10	Other punctuation: Chapters 18-24 Chapter 25: Avoiding Common Errors in Punctuation
Week 9 (Mar 11-17)		Chapter 33: The Research Plan Chapter 9: Agreement Between Subject and Verb
Week 10 (Mar 18-24)	Draft for Assignment 3 due March 24	Chapter 35: Acknowledging Sources Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity
Week 11 (Mar 25-31)	Documentation Systems Peer review workshop for Assignment 4	Chapter 37: Documentation
Week 12 (Apr 1-9)	Final Draft of Assignment 3 due on the last day of class, April 9	

Assignment Format

Essays are to be typed and double-spaced in a standard serif font such as Times New Roman. All assignments must have your name on the first page and be submitted as .doc, .docx, or .rtf format. Do not use a cover page, as these are particularly unnecessary for online submissions. When using sources in Essay 4, you will be expected to follow MLA, APA, or Chicago-style citations, which will be discussed in class and which are detailed in *The Canadian Writer's Handbook* section 37.

Submitting Assignments

Assignments are due on the dates specified on the schedule. Late essays will be penalized by **2.5% per day** unless I have permitted an extension on the due date. You must speak to me ahead of time for an extension and provide a suitable reason. Weekly class sessions will run from Monday to Sunday, so writing assignments for a particular week are due by Sunday night at 11:59PM, Eastern Time. Note that OWL is often down during Sunday mornings for regular system updates.



Each of your final drafts is automatically submitted to [Turnitin.com](https://www.turnitin.com) for plagiarism checking when you submit it for grading through the **Assignments** area of our course. Turnitin will generate a report for you, detailing the percentage of your paper that has been taken from sources, which I will also look at. I will not grade any essay until I see the report on Turnitin.com.

In addition to handing in final drafts on the due date for each assignment, you are required to submit a rough draft of each writing assignment for peer review sessions as noted in the Course Schedule above. I will assess these drafts for completeness; students who do not submit a complete draft to peer review classes will **lose 10%** from 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). If you do the reviewing in our online discussion but don't submit your own draft, **the deduction is 5%**. The benefits of the peer review are having

another reader and getting to read how someone else has approached the assignment. Peer review will be accomplished on the discussion forum where instructions will also be provided.

You are responsible for keeping copies of all assignments submitted in case we need to discuss your writing and if you want to submit it for the annual Marie Smibert Writing Program Student Achievement Prize in April.

Attendance/Participation

Obviously, we do not meet formally in a Distance Studies course. Therefore, attendance and participation on the Discussion Board are intertwined. While online classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our OWL section and interacting, posting questions and thoughts to the set discussion topics) and are expected to contribute a **minimum two postings per week** (defined as running from Monday to Sunday) in the discussion forums, **at least one of which must be a reply to another student and at least one of which must be a 'new' post responding to the main discussion topic**. Posting must be distributed so that at least one post is made **by Thursday**.

I will assign a weekly participation grade based on whether you have fulfilled the posting requirements described in further detail below in terms of **1) frequency and number of posts made** and **2) quality of posting**.

1) Frequency and Number of Posts Made

- ✓ At least two posts have been made during the week, and at least one is made by Thursday and at least one after Thursday.

2) Quality of Posting

All posts on the Discussion Board must

- ✓ Contribute something meaningful to the board.
- ✓ Support your opinion with sufficient reasons or evidence.
- ✓ Display good grammar and organization.

Postings should not

- ⊗ Contain disrespectful, insulting, or offensive language.
- ⊗ Be excessively long (more than one screen length) or excessively short.
- ⊗ Be unrelated to the forum topic.
- ⊗ Only say things like "I agree with you" or "Nice comment!" that do not contribute substantially to the discussion.

Absence Policies

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

Note that 'attendance' as defined in this section is mandatory in this course. Failure to meet the minimum posting requirements for three weeks where there is Discussion will result in your final grade in this course being reduced by 10%. Failure to meet the minimum posting requirements for four or more weeks where there is Discussion will result in your final grade being reduced by 15%.

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.

Medical Accommodation Policy

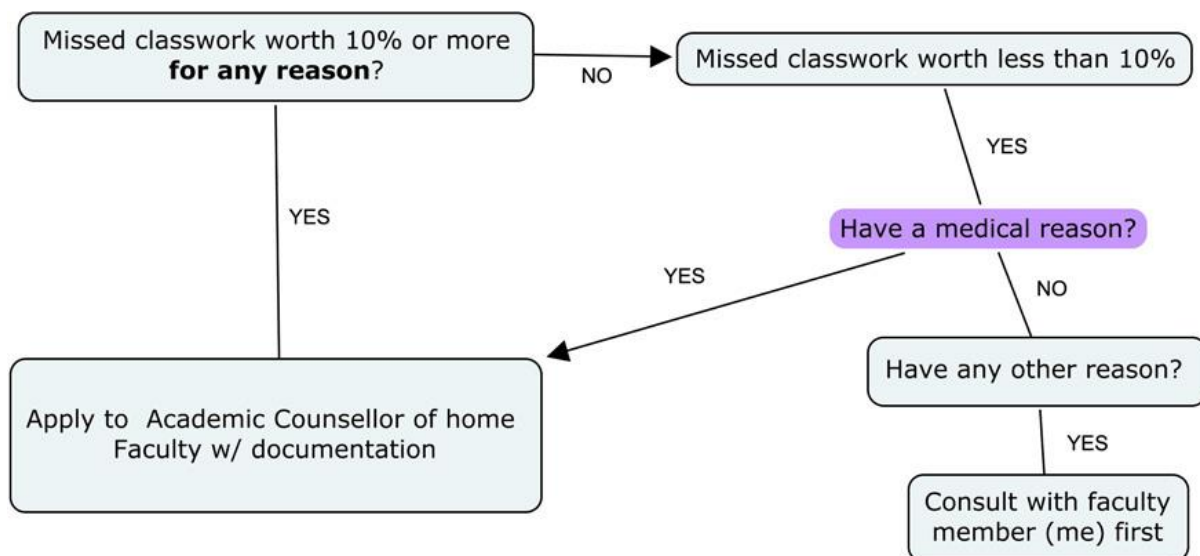
For the UWO Policy on Accommodation for Medical Illness, see http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf. To download a Student Medical Certificate (SMC), go to <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>.

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other 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 office of a student's home Faculty.

Students who are in emotional/mental distress should refer to MentalHealth@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help."



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, and grant (or deny) 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.

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).

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>).”

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.”