



## Writing 2101F/(651): Introduction to Expository Writing Fall 2020 (September 9<sup>th</sup> to December 9<sup>th</sup>)

### Instructor

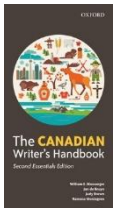
Professor Marielle  
Aylen

### Office:

### Office hours:

*Check that Owl Announcements are sent to your phone. I post updates and additional information regularly that sometimes require a response.*

### Textbook



Title: *The Canadian Writer's Handbook*  
Author: Messenger, de Bruyn, et al.  
Publisher: Oxford  
Edition: 2<sup>nd</sup> 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<br>Final Draft: End of Week 4                           |
| Essay 2: Informative Essay (30%)   | Rough Draft: End of Week 6<br>Final Draft: End of Week 8                           |
| Essay 3: Researched Argument (40%) | Rough Draft (partial if need be): End of Week 10<br>Final Draft: Last day of class |
| Discussion Boards (10%) in Forums  | Ongoing  |

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## Class Schedule

| Dates  | Topic  | Readings  |
|--|--|---|
| Week 1<br>(Sep 9-20)<br>Long 'Week'              | Introduction to the course<br>Go over syllabus       | The Writing Process: Planning, Writing, and Revising the Whole Essay Chapter 1a-1g  |
| Week 2<br>(Sep 21-27)                            | <b>Rough Draft for Assignment 1 due September 27</b> | Rhetorical Analysis (Lecture Material)<br>Chapter 26: Formatting an Essay<br>Chapter 29: Titles   |
| Week 3<br>(Sep 28-Oct 4)                         | Peer review workshop for Essay 1                     | Chapter 1h-1i: Revising, Editing, and Final Draft Preparation<br>Chapter 2: Paragraphs  |
| Week 4<br>(Oct 5-11)                             | <b>Assignment 1 Final Draft due: October 11</b>      | Writing Effectively: Verb Choice, Agents<br>Chapter 8: Verbs<br>Chapter 15: The Comma   |
| Week 5<br>(Oct 13-18)<br><br>Thanksgiving-Monday |  | Chapter 4: Working with Sentence Elements to Create Variety and Emphasis<br>Chapter 5a-5c Sentence Fragments, Comma Splices, and Run-ons<br>Chapters 16-17: Semicolons and Colons |
| Week 6<br>(Oct 19-25)                            | <b>Rough Draft for Assignment 2 due October 25</b>   | Writing to Inform (Lecture Notes)<br>Chapter 14: Diction  |
| Week 7<br>(Oct 26-Nov 1)                         | <b>Peer review workshop for Assignment 2</b>         | Writing to be Inclusive (stereotypes, gender bias, race and ethnicity, etc.) (Chapter 7e)<br>Chapters 5d-5e: Modifier Problems<br>Chapter 5f-5g: Mixed Constructions; Shifts      |

| Dates                                | Topic   | Readings   |
|--------------------------------------|---|--|
| Week 8<br>(Nov 9-15)                 | <b>Final Draft of Assignment 2 due<br/>November 15</b>                              | Other punctuation: Chapters 18-24<br>Chapter 25: Avoiding Common Errors in Punctuation                 |
| Week 9<br>(Nov 16-22)                |   | Chapter 33: The Research Plan<br>Chapter 9: Agreement Between Subject and Verb                         |
| Week 10<br>(Nov 23-29)               | <b>Draft for Assignment 3 due<br/>November 29</b>                                   | Chapter 35: Acknowledging Sources<br>Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity |
| Week 11<br>(Nov 30-<br>Dec 6)        | <b>Documentation Systems<br/>Peer review workshop for<br/>Assignment 3</b>          | Chapter 37: Documentation  |
| Week 12<br>(Dec 7-9)<br>Short 'Week' | <b>Final Draft of Assignment 3 due<br/>on the last day of class,<br/>December 9</b> |  |

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## 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.

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## Submitting Assignments

Assignments are due on the dates specified on the schedule. Late essays will be penalized by **2.5% per day (including weekends)** unless I have permitted an extension on the due date. You must speak to me ahead of the due date and 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 detailing the percentage of your paper that has been taken from sources, which I will 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 essay, 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 them writing and if you want to submit it for the annual Marie Smibert Writing Program Student Achievement Prize in April.

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## 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 contribution is made **by Thursday** and **at least one after 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.

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## Medical Accommodation Policy

The official Western/Writing Studies **Medical Accommodation Policy** appears below. This remains in effect, but may be modified temporarily by the university during the academic year as conditions change.

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.

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## Accommodation, Illness, Reporting and Academic Consideration: Policies Applied to All Arts and Humanities Courses 2020

### Academic Consideration for Student Absence

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or

less of the student's final grade. Students are expected to contact their instructors by email within 24 hours of the end of the period of the self-reported absence. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

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

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

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## **Support Services**

**Students who are in emotional/mental distress should refer to MentalHealth@Western: <https://www.uwo.ca/health/psych/index.html>**

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Student Development Centre <http://www.sdc.uwo.ca/>

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

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## Equity, Diversity, and Inclusion (EDI)

The use of any language that works against the values of Equity, Diversity, and Inclusion will not be tolerated.

## Online Etiquette: General considerations of “netiquette”

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. “
- Flaming” is never appropriate.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.
- Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable.

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## 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).

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>).”

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## 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.”