2101F: Introduction to Expository Writing
Fall 2021 / Section 651

Instructor: Professor Kathleen Fraser   Contact: Please use OWL Message

Course Description and 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

Course Requirements

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<th>Requirement</th>
<th>Percentage</th>
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<tr>
<td>Quizzes (2 x 2.5%, 1 x 5%)</td>
<td>10%</td>
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<tr>
<td>Essay 1: Rhetorical Analysis</td>
<td>20%</td>
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<td>Essay 2: Informative Essay</td>
<td>30%</td>
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<td>Essay 3: Researched Argument</td>
<td>40%</td>
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Assignment Format
You must submit an electronic version of the final draft of each essay, in a doc or docx format. Essays must be double-spaced in a standard serif font (e.g., Times New Roman), and they must follow MLA format (see Appendix B of The Canadian Writer’s Handbook for an example of this style of formatting). When using sources in an essay, you will be expected to follow MLA standards for documentation, detailed in chapter 37a of The Canadian Writer’s Handbook.

Submitting Assignments
Assignments are due on the date specified on the schedule. Weekly class sessions will run from Monday to Sunday, so writing assignments for a particular week are due by Sunday night at 11:55 p.m. Eastern Standard Time.

Late essays will be penalized 2.5% per day 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.

_in this course, you will be required to submit the final version of each of your essays electronically, through OWL, to turnitin.com. I will not grade any essay until I see the report._

Emailed assignments are not acceptable. You must also keep copies of all assignments submitted.

In addition to submitting final drafts on the due date for each assignment, you are required to submit a rough draft of each assignment for the scheduled peer-review sessions. Failure to submit a sufficiently complete (in your instructor’s opinion) assignment or to participate in a scheduled 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). If you review the draft of another student but do not submit your own draft, the deduction is 5%.

Attendance/Participation Policy
We do not meet formally as a class in a Distance Studies course. Therefore, attendance and participation on the Discussion Board are intertwined. While Distance Studies classes are generally asynchronous, they are not self-paced. You must attend class (defined as logging into our OWL section) and participate by introducing yourself and posting questions and thoughts during the first week, and by posting (by participating in a given week’s set discussion topic) in subsequent weeks where a Discussion topic is indicated on this syllabus. During such weeks (a week is defined for this purpose as running from Monday to Sunday), you must contribute at least three separate posts, at least one of which must be a response to another student, and at least one of which must be a new post. Extended absences, defined as a failure to post into the OWL classroom for more than five consecutive days, must be coordinated with the instructor.
Postings on the Discussion Board must have the following characteristics:

- They must contribute something meaningful to the Board.
- They must support your opinion with sufficient reasons or evidence.
- They must display good grammar and organization.

Postings should not

- contain disrespectful, insulting, or offensive language;
- be excessively long or excessively short (three to six well-developed sentences is an appropriate range, unless instructions specify otherwise);
- be unrelated to the week’s topic; or
- say things that do not contribute anything (e.g. “I agree with you” or “nice comment”).

**Note** that attendance as defined in this section is **mandatory** in this course. Failure to meet the minimum posting requirements as defined above for any **week** where there is Discussion will result in your earned final grade in this course being reduced by 3%. That penalty is cumulative to a maximum of five weeks. Failure to meet the minimum posting requirements for **five or more weeks** where there is Discussion will result in your earned final grade being reduced by 15%.

**Email Policy**
When you contact me using OWL Message, you can expect a response within twenty-four hours. If you email 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.

**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.

**Academic Accommodation and Consideration**

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: Academic Accommodation for Students with Disabilities.
Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs

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

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.

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 your instructor does 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.

Students who are in emotional/mental distress should refer to Health and Wellness http://www.uwo.ca/uwocom/mentalhealth/ for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

Support Services
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/
Academic Support and Engagement http://www.sdc.uwo.ca/

Class Schedule

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<tr>
<th>Dates</th>
<th>Topic</th>
<th>Readings</th>
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<tr>
<td>Week 1</td>
<td>Introduction to the course</td>
<td>Purpose and Audience, Grammar Review: Chapters 3, 6-8, 10-13</td>
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<tr>
<td>September 12-18</td>
<td>Go over syllabus</td>
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<td>Essay 1: Rhetorical Analysis assigned</td>
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<td>Week 2</td>
<td>Draft for Essay 1 due September 26</td>
<td>The Writing Process: Planning, Writing, and Revising the Whole Essay Chapter 1a-1g</td>
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<td>September 19-26</td>
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<td>Rhetorical Analysis (Lecture Material)</td>
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<td>Chapter 26: Formatting an Essay Chapter 29: Titles</td>
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| Week 3  | September 26-Oct. 2 | Peer-review workshop for Essay 1 | Chapter 1h-1i: Revising, Editing, and Final Draft Preparation  
Chapter 2: Paragraphs |
|---------|---------------------|----------------------------------|-------------------------------------------------------------------|
| Week 4  | October 3-9         | **Essay 1 Final Draft due:** October 9  
**Quiz 1: Parts of Speech (2.5%)** | Writing Effectively: Verb Choice, Agents  
Chapter 8: Verbs  
Chapter 15: The Comma |
| Week 5  | October 11-16       | Essay 2: Informative Essay assigned | 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  | October 17-23       | **Draft for Essay 2 due October 23** | Writing to Inform (Lecture Notes)  
Chapter 14: Diction |
| Week 7  | October 24-28       | Peer-review workshop for Essay 2 | Writing to be Inclusive (Chapter 7e)  
Chapters 5d-5e: Modifier Problems  
Chapter 5f-5g: Mixed Constructions; Shifts |
| October 28-5 p.m.-November 6 | **FALL READING BREAK** | | |
| Week 8  | November 7-13       | **Final Draft of Essay 2 due November 13**  
**Punctuation Quiz (2.5%)**  
Essay 3: Research Essay assigned | Other punctuation: Chapters 18-24  
Chapter 25: Avoiding Common Errors in Punctuation |
| Week 9  | November 14-20      | **Quiz 3: Editing Exercise (5%)** | Chapter 33: The Research Plan  
Chapter 9: Agreement Between Subject and Verb |
| Week 10 | November 21-27      | **Draft for Essay 3 due November 27** | Chapter 35: Acknowledging Sources  
Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity |
| Week 11 | November 28-Dec. 4  | Documentation Systems  
Peer-review workshop for Essay 3 | Chapter 37: Documentation |
| Week 12 | December 5-8        | **Final Draft of Essay 3 due on last day of class, December 8** | |