



Writing 2101G (001): Introduction to Expository Writing Winter 2022 (January 13th-April 7th)

Instructor

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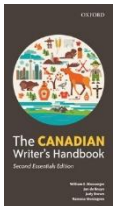
Office: TBD

Office hours: *Zoom appointments Mondays 4:00-6:00 in January. February-April TBD.*

Email: *I usually respond within 24 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: 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: Informative Essay (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%) in Forums 2 In-Class quizzes and class attendance/participation replace Discussion Boards if we return to campus in February	Ongoing (Weeks 1-4) If we continue online Forums continue in Weeks 5-11

Class Schedule: **Note: the schedule will change if we return to campus*

Dates	Topic	Readings
Week 1 (Jan 10-16)	Introduction to the course Go over syllabus	The Writing Process: Planning, Writing, and Revising the Whole Essay Chapter 1a-1g
Week 2 (Jan 17-23)	Rough Draft for Assignment 1 due January 23	Rhetorical Analysis (Lecture Material) Chapter 26: Formatting an Essay Chapter 29: Titles
Week 3 (Jan 24-30)	Peer review workshop for Essay 1	Chapter 1h-1i: Revising, Editing, and Final Draft Preparation Chapter 2: Paragraphs
<i>* Week 4 (Jan 30- Feb 6)</i>	Assignment 1 Final Draft due: February 6	Writing Effectively: Verb Choice, Agents Chapter 8: Verbs Chapter 15: The Comma
Week 5 (Feb 7-13)		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 14-18)	Rough Draft for Assignment 2 due Thursday in-class or Friday if course is still online (Reading Week Feb 19-27)	Writing to Inform (Lecture Notes) Chapter 14: Diction
Week 7 (Feb 28- March 6)	On campus: Quiz 1 Online 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 (March 7-13)	Final Draft of Assignment 2 due in class March 10 Online: March 13	Other punctuation: Chapters 18-24 Chapter 25: Avoiding Common Errors in Punctuation
Week 9 (March 14-20)	On campus: Quiz 2 Online: Forum	Chapter 33: The Research Plan Chapter 9: Agreement Between Subject and Verb
Week 10 (March 21-27)	Draft for Assignment 3 due March 24: on campus March 26: online	Chapter 35: Acknowledging Sources Chapter 36: Quotation, Paraphrase, Summary and Academic Integrity
Week 11 (March 28 -April 3)	Documentation Systems Online: Peer review workshop for Assignment 3	Chapter 37: Documentation
Week 12 (April 4-April 8) Short 'Week'	Final Draft of Assignment 3 due on the last day of class, April 8	Revising (no Forum this week if we are still online)

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 they are unnecessary for online submissions. When using sources in Essay 3, you will be expected to follow MLA, APA, or Chicago-style citations, which are detailed in The *Canadian Writer's Handbook* section 37 and lectures.

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.



Each of your final drafts is automatically submitted to [Turnitin.com](https://www.turnitin.com) for plagiarism checking when you submit it under the **Assignments tab**. Turnitin generates reports detailing the percentage of papers that have been taken from sources: I will not grade an essay until I see the report.

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 **during class** as noted in the Course Schedule above. I will assess these drafts for completeness; students who do not submit a complete draft participate in the review **during class** will **lose 10%** from the earned grade for that assignment. In other words, an assignment that would have earned a 78 will receive instead a grade of 70. This penalty will be applied in addition to any other penalties incurred (e.g., for late submission). Drafts are due at the beginning of class in on campus sections. **Note, during the month of January (and possibly beyond), while we are online**, if you do complete reviews but don't submit your own draft, **the deduction is 5%**. The benefits of the peer review include having another person comment on your work and seeing how others approach the assignment. If we are still online after January, the discussion forums will provide instructions.

You are responsible for keeping copies of all assignments submitted in case we need to review them, and in the event that you submit one for the annual Marie Smibert Writing Program Student Achievement Prize in April.

Attendance/Participation: January (and possibly beyond)

Obviously, we do not meet formally this January. 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 by logging into our OWL section and posting responses to the set discussion topics. You are expected to contribute a **minimum of two postings/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**. Postings must be distributed so that at least one contribution is made **by Thursday** and **at least one after Thursday**.

Your weekly participation grade is based on whether you have fulfilled the posting requirements described 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 (Online)

Note that 'attendance' as defined in this section is mandatory. Failure to meet the minimum number of posting requirements for **three weeks** where there is Discussion (online) 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 your absence is prolonged (over one week of continuous non-attendance), then you should discuss it with the 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.

On-Campus Attendance/Participation

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.
- 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 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.
- 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.
- **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 it will attract penalties as defined above if applicable. Instructors at the University of Western Ontario 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 class in order to write such a test, that is your choice; your absence will not be excused.**
- **Assignments/Peer Reviews:** You are required to submit a hard-copy first draft of each writing assignment for all Peer Reviews (see Class Meeting Schedule below). Students who do not submit a complete first draft to the instructor OR to the peer 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., 5% for late submission of the final draft).
- **Late Assignments:** Assignments are due on the dates specified in the syllabus. Late final drafts will be penalized 2.5% per day – including weekends and holidays – unless the instructor has granted you an extension. You must contact the instructor ahead of time to request an extension and you must provide a suitable reason. See also the section 'Medical Accommodation Policy' below. Important: you are responsible for keeping a copy of all assignments you submit.
- **Electronic Devices:** during all lectures and Peer-Reviews, the use of cell phones, iPods, any other potentially disruptive devices, and lap tops for recreational use (web surfing, e-mailing, etc.), are NOT permitted in the classroom. 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.**

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 enrol 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."

Western University COVID-Related Ground Rules

Masking Guidelines:

Students will be expected to wear triple layer, non-medical, paper masks at all times in the classroom as per University policy and public health directives. Students who are unable to wear a mask must seek formal accommodation through Western Accessible Education, and present medical documentation.

Students are not permitted to eat or drink while in class to ensure masks stay in place. Students will be able to eat and drink outside of the classroom during scheduled breaks.

Students unwilling to wear a mask as stipulated by Western policy and public health directives will be referred to the Dean, and such actions will be considered a violation of the student Code of Conduct.

Course Absences due to Daily COVID Screening Questionnaire:

Missed assessments (e.g., presentations, essays, quizzes, tests, midterms, etc.) require formal academic considerations (typically self-reported absences and/or academic counselling).

Methods for dealing with missed work and course content are at the discretion of the instructor(s). Students should be aware that some learning outcomes cannot be easily made up and may need to be completed in a subsequent year. Your instructor will provide you with further information as to how this applies within this course.

Students who demonstrate a pattern of routinely missing coursework due to self-reported COVID symptoms, and therefore do not demonstrate mastery of the learning outcomes of the course, will not receive credit for the course. Contingency Plan for an In-Person Class Pivoting to 100% Online Learning: In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor. In the event that online learning is required, a stable v1 (2021.09.03) internet connection with working microphone and webcam will be required. As has been the case in the past, the decision to pivot to online learning will be made by Western, and not individual instructors or departments (excepting temporary online instruction in the event of instructor illness).

COVID-Related Regulations Summary:

- Western has both a vaccine and a mask mandate
- Students must complete the symptom checklist every day. Students who are found to be on campus who have not completed the symptom checklist or have failed the daily symptom check will be referred for investigation under the Student Code of Conduct
- Students are expected to carry their student cards to campus each day in anticipation of spot checks by Building Ambassadors.
- Students not wearing masks will be asked to leave the classroom. Students with accommodations approved by Accessible Education must make arrangements with the instructor before coming to class, lab, practicum or clinical site.
- Eating and drinking is prohibited in the classroom to facilitate proper mask wearing. Individuals found to have attended class without appropriate vaccination, or who are found to have engaged in fraud related to the vaccination policy, will face academic sanctions up to and including expulsion.
- Students who are not fully vaccinated by October 12th and who are not granted an exemption under the policy will be issued a trespass order. Enforcement of this trespass order will be carried out by campus police, and will be accompanied by academic sanctions, including expulsion.
- Please be respectful of your classmates and your instructors at all times, as we navigate re-entry.