

2101G: Introduction to Expository Writing

Winter 2022/23

Section: 001

Time/Room: Mondays, 9:30am-12:30pm,
UC 1220

Instructor: Sonia Halpern

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Office: Lawson Hall 2266

Office Hours: Mondays, 1:00-2:30pm

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*. 2nd Essentials Edition. Oxford University Press: Don Mills, 2017.

Book Store link:

WRI2101G SEC001 https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2022B&courses%5B0%5D=001_UW/WRI2101G

Course Requirements

Two In-class Quizzes	10%
Assignment #1 (Rhetorical Analysis) (700-750 words)	20%
Assignment #2 (Essay that Informs or Persuades) (800-1000 words)	30%
Assignment #3 (Research Argument) (1000-1250 words)	40%

Course Policies

Attendance:

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.

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 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 TWO hard-copy first drafts of each writing assignment for all Peer Reviews (see Class Meeting Schedule below): one for your instructor AND one for your peer. 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).

You are required to submit your hard-copy final draft on the due date (see Class Meeting Schedule below) WITH the peer-reviewed draft when they are collected within the first 20 minutes of class. Students who do not submit both 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 5% per day – including weekends and holidays** – unless the instructor has granted you an extension of the due date. For example, an Assignment submitted one day late without permission that would have earned a grade of 80 will instead receive a grade of 76.

You must contact the instructor ahead of time to request an extension and 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, any other potentially disruptive devices, and lap tops for recreational use (web surfing, e-mailing, etc.), is **NOT** permitted in the classroom.

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>.

Academic Accommodation:

A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline. In arranging accommodation, instructors will use good judgment and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean’s office, who will make the determination whether accommodation is warranted.

Given the University’s Official Student Record Information Privacy Policy (https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), instructors may not collect medical documentation.”

Medical Accommodation Policy:

“The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously

affected by illness and could not reasonably be expected to meet their academic responsibilities. Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”) Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.”

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Documentation from Hospital Urgent Care Centres or Emergency Departments

Information for Writing Studies Instructors Fall/Winter 2022-2023 Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.”

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 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:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.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. 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.

Religious Accommodation

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), 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.

Other Student 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/>

Other Accommodation Requests:

Instructors should attend carefully to the following policy items, which are not reproduced here but are in the document *Information for all Students in a Writing Course*: “(Requests for) Special Examination, Incomplete Standing or Aegrotat Standing” and “Requests for Academic Relief and Complaints.”

In particular, concerning the first of these topics, please note that students must initiate all requests for Special Exams, Incompletes, or Aegrotat standing through the Dean’s office of their home faculty; if a student approaches you about these matters, you should immediately direct them to that office. Instructors do not have the discretion to consent to such requests directly (although your consent will be sought to any formalized arrangements). Also (and this is important), keep in mind that you do not have discretion to extend ‘due dates’ for any term work which would result in your delaying submission of final grades for a class, in accordance with the requirements of Writing Studies and the Office of the Registrar. You should direct any/all students seeking prolonged ‘extensions’ past the last day of classes to their home faculty’s academic counsellors.

Western University COVID-Related Ground Rules (not all may be applicable)

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. 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 (not all may be applicable):

- 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 January 9 2023 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.

Intellectual Property and Copyright:

All instructor-written materials (e.g. PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course, and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses, without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

Please See Course Schedule on Next Page

Western University, London, Ontario

Department of English and Writing Studies

Writing 2101F (Section 001)

Jan.-Apr. 2023: Mondays 9:30am-12:30pm, UC 1220

Please Note that all Drafts Must be Hard Copies and are Due at the Start (within the First 20 Minutes) of Class

CLASS MEETING SCHEDULE

Date	Meeting focus	Readings/Topics
Week 1: Jan. 9	Introduction to the Course Review Syllabus	-The Communication Process: Audience, Credibility, and Purpose
Week 2: Jan. 16		-Chapter 1: The Writing Process (1a-1g) -Chapter 2: Paragraphs -Images and Graphics
Week 3: Jan. 23	-Assign: Assignment 1 (Rhetorical Analysis) (First Draft Due in Week 5; Final Draft Due in Week 6)	-Chapter 1: Revising, Editing, and Final Draft Preparation (1h-1i) -Chapter 8: Verbs -Chapter 15: Commas -Writing Effectively: Verb Choice, Agents, Characters, and Variation
Week 4: Jan. 30		-Critical Reading and Viewing -Rhetorical Analysis -Concision -Emphasis: Main Ideas in Main Clauses, Sentence Cohesion, and Parallel Structures
Week 5: Feb. 6	-Due: First Draft of Assignment 1 -Peer-Review Workshop	-Chapter 5: Fragments, Comma Splices, and Run-on Sentences (5a-5c); Modifier Problems (5d-e) -Chapters 16-17: Semicolons and Colons

Week 6: Feb. 13	-Due: Final Draft of Assignment 1 (20%) -Assign: Assignment 2 (Essay that Informs or Persuades) (First Draft Due in Week 8; Final Draft Due in Week 9)	-Writing to Inform; Writing to Persuade --Chapter 14: Diction -Chapter 7e: Writing to be Inclusive (Stereotypes, Gender Bias, Race and Ethnicity, etc.)
Week 7: Feb. 7	NO CLASS: Spring Reading Week	
Week 8: Feb. 27	-Due: First Draft of Assignment 2 -Peer-Review Workshop --Quiz 1 (5%)	
Week 9: Mar. 6	-Due: Final Draft of Assignment 2 (30%) -Assign: Assignment 3 (Research Argument) (First Draft Due in Week 11; Final Draft Due in Week 14)	-Writing and Design: How Visuals Can Improve the Effectiveness of Your Writing; Design and Presentation -Chapter 5: Mixed Constructions; Shifts (5f-5g) --Faulty Predication
Week 10: Mar. 13	-Quiz 2 (5%)	-Chapter 33: The Research Plan -Chapter 33: Identifying and Evaluating Sources (33c) - Chapters 35-36: Acknowledging and Incorporating Sources
Week 11: Mar. 20	-Due: First Draft of Assignment 3 -Peer-Review Workshop	
Week 12: Mar. 27		-Write and Revise the Research Project
Week 13: Apr. 3		-Chapter 37: Documentation
Week 14: Apr. 10	-Due: Final Draft of Assignment 3 (40%)	