Instructor Information
- Instructor: Cindy Soldan
- Office: RB 3006
- Telephone: 807-346-7897
- Email: csoldan@lakeheadu.ca
- Office Hours: Monday/Wednesday 2 – 4 pm

Teaching Assistant Information
- Teaching Assistant: Blake Swan
- Office: RB3032
- Telephone: 807-343-8855
- Email: bswan1@lakeheadu.ca

Course Description/Overview
An introduction to university-level standards of composition, revision, editing, research, and documentation. A review of English grammar (word and sentence level) and rhetorical forms (paragraph level and beyond), and a study of the methods and conventions of academic argumentation and research, with an emphasis on finding and evaluating sources, formulating research questions, developing arguments, and composing various types of analyses including academic essays.
Course Objectives and/or Learner Outcomes

- write well (grammatically correct, clear, effective prose).
- research a topic using both library and online sources.
- communicate ideas effectively and coherently, in both the persuasive essay, and a variety of other forms.
- gain proficiency with scholarly documentation

Course Resources

Required Course Text
- Academic Writing Now: A Brief Guide for Busy Students by David Starkey
- Additional readings provided via the course website

Course Website
- Desire2Learn – Students should familiarize themselves with the course website as soon as possible and check on a regular basis for updates.

Course Schedule (subject to revision – will advise)

Week 1
- September 15 - Course Introduction
- September 17 - “The Enigmatic Semi-Colon”/Summary Assignment

Week 2
- September 22 – Grammar Review Part 1
- September 24 – Grammar Review Part 2

Week 3
- September 29 – Librarian Visit
- October 1 – Documentation Practice Assignment/Summary Assignment Due

Week 4
- October 6 – Grammar Test
- October 8 – Asking Questions & Preliminary Research/The Annotated Bibliography/Documentation Practice Due

Week 5
• October 13 – Topic Narrowing & the Thesis Statement/Literature Review
• October 15 - Rhetorical Modes: Description

Week 6
• October 20 – Rhetorical Modes: Comparison/Annotated Bibliography Due
• October 22 - Rhetorical Modes: Narration

Week 7
• October 27 – Literature Review Draft Due/Peer Editing/Interviews
• October 29 - Description Due/Peer Editing/Interviews

Week 8
• November 3 – Comparison Due/Peer Editing/Interviews
• November 5 – Narration Due/Peer Editing/interviews
  (November 6 – last day to drop course)

Week 9
• November 10 – Words for the Weak!/Literature Review (final draft) Due
• November 12 – Final Draft Suggestions

Week 10
• November 17- Book Review
• November 19 – In Class Writing Assignment

Week 11
• November 24 – Presentations
• November 26 – Presentations

Week 12
• December 1 - Presentations
• December 3 – Presentations/Final Research Paper Due
Assignments and Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Value</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>October 1</td>
<td>5%</td>
<td>1 page</td>
</tr>
<tr>
<td>Grammar Test</td>
<td>October 6</td>
<td>25%</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Documentation Practice</td>
<td>October 8</td>
<td>2%</td>
<td>1 page</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>October 20</td>
<td>5%</td>
<td>1 page</td>
</tr>
<tr>
<td>Description</td>
<td>October 29</td>
<td>3%</td>
<td>1 page</td>
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<tr>
<td>Comparison</td>
<td>November 3</td>
<td>3%</td>
<td>1-2 pages</td>
</tr>
<tr>
<td>Narration</td>
<td>November 5</td>
<td>3%</td>
<td>1-2 pages</td>
</tr>
<tr>
<td>Literature Review</td>
<td>November 10</td>
<td>5%</td>
<td>1-2 pages</td>
</tr>
<tr>
<td>Words for the Weak! (in class assignment)</td>
<td>November 10</td>
<td>2%</td>
<td>2 pages</td>
</tr>
<tr>
<td>In Class Writing</td>
<td>November 19</td>
<td>4%</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Presentation</td>
<td>November 25, 26, December 1, 3</td>
<td>5%</td>
<td>10 minutes</td>
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<tr>
<td>Peer Editing/Presentation Evaluation</td>
<td>Throughout term</td>
<td>8%</td>
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<tr>
<td>Research Essay</td>
<td>December 3</td>
<td>30%</td>
<td>5-10 pages</td>
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**Assignment Policies**

- Late assignments will not be accepted unless illness prevents a timely submission. If a late submission occurs due to illness, documentation substantiating this (i.e. doctor's note) must accompany the assignment.
- Assignments must be handed in on the due date in class.
- I do not accept e-mail submissions of assignments, unless requested by me.
- Students are encouraged to keep backup files/copies of all assignments.

**Details of Assignments**

- will be provided in different sections of D2L.
Marking Standards
All assignments will be marked in accordance with the English Department Marking Standards: https://www.lakeheadu.ca/academics/departments/english/markings-standards.

Collaboration/Plagiarism Rules
Plagiarism is the unacknowledged use of someone else's words and/or ideas. Not acknowledging your debt to the ideas of a secondary source, failing to use quotation marks when you are quoting directly, buying essays from essay banks, copying another student's work, or working together on an individual assignment, all constitute plagiarism. Resubmitting material you've submitted to another course is also academic dishonesty. All plagiarized work (in whole or in part) and other forms of academic dishonesty will be reported to the Dean, who is responsible for judging academic misconduct and imposing penalties. The minimum penalty for academic misconduct is a 0 on the assignment in question. It might also be subject to more severe academic penalties. See the Code of Student Behaviour.

Course Policies

Classroom Decorum
Attendance is not regularly taken but will be on a random basis and chronic absenteeism may be reflected in the student's final mark. Chronic tardiness and/or early departures are not appreciated. Classroom chatter during presentations and lectures will not be tolerated; those who disrupt the class are not being respectful to the instructor and fellow classmates and will be asked to leave. Students are expected to turn off cell phones while in class.

Conferring with the Instructor
All students are most welcome to confer with me during my office hours. Additionally, students may e-mail me with any questions or concerns about the course of study. Emails will be responded to within a 24 hour period, though this response time will not apply to weekends. I will not discuss marks and/or assignment re-evaluations via e-mail; these must be done in person at my office.

Missed Classes
Students are responsible to confer with classmates to acquire missed notes. I do not send class notes via e-mail. If a student is absent for a lengthy time due to illness, I will meet with the student to help him/her catch up.

University Policies
- Students in this course are expected to conform to the Code of Student Behaviour: https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/code-of-student-behaviour-and-disciplinary-procedures
Lakehead University provides academic accommodations for students with disabilities in accordance with the terms of the Ontario Human Rights Code. This occurs through a collaborative process that acknowledges a collective obligation to develop an accessible learning environment that both meets the needs of students and preserves the essential academic requirements of the course.

This course outline is available online through the Department of English homepage and the Desire2Learn site for the course.