English 1015 FBO: Introduction to Academic Writing

Course Location: OA 2015

Class Times: Tuesday/Thursday 5:30-7:00pm

Prerequisites: N/A

To our students: Should you require information or documents from our office in another format, please let us know. We are happy to help you. Contact your instructor or our Department of English Administrative Assistant.

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Instructor Information

- Instructor: Holly Morgan
- Office: Simcoe Hall 3010- Desk 14
- Telephone: TBA
- Email: hmorgan@lakeheadu.ca
- Office Hours: Thursday 3:00-4:30 or by appointment

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

By the end of this course, you will:

- write well (grammatically correct, clear, effective prose).
- communicate ideas effectively and coherently, in both the persuasive essay, and a variety of other forms.
- use library resources to research a topic and use what they discover to illuminate a text.
- lead and participate in class discussion effectively.

Course Resources

Required Course Text(s)

- Selected additional readings as uploaded to D2L

Course Website(s) (if applicable)

- Desire2Learn
<table>
<thead>
<tr>
<th>Date</th>
<th>Details &amp; Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Introductions and Syllabus</td>
</tr>
</tbody>
</table>
| September 8<sup>th</sup> | Types of Writing and Why We Write  
Reading: *Academic Writing Now* Chapter 1                                       |
| September 13<sup>th</sup> | Grammar Review: Parts of Speech  
Reading: *Practical Grammar* 2-20                                                  |
| September 15<sup>th</sup> | Parts of Speech Cont’d  
Reading: *Practical Grammar* 20-30                                                 |
| September 20<sup>th</sup> | Introduction to Essays: An Overview  
Reading: *Academic Writing Now* Appendix 1: Genres of Academic Writing             |
| September 22<sup>nd</sup> | Librarian visit: “Locating Sources for Scholarly Writing”  
**Please bring a laptop or tablet to class. If you do not have one available to you, you may wish to sign one out from the library.** |
| September 27<sup>th</sup> | Doing Research: An Introduction  
Reading: “The Annoying Ways People Use Sources” (D2L Download)  
*Academic Writing Now* Chapter 2: “Academic Reading”                                 |
| September 29<sup>th</sup> | In-Class Writing Assignment #1                                                      |
| October 4<sup>th</sup> | Librarian visit: “Citing your Sources in Scholarly Writing”                         |
| October 6<sup>th</sup>  | Beginning to Write  
Reading: *Academic Writing Now* Chapters 3 and 4                                   |
| October 11-13th | FALL STUDY BREAK                                                                    |
| October 18<sup>th</sup> | Essay Mechanics: Beginning to Shape Up (Paragraph Structures)  
*Academic Writing Now*: Chapters 6 and 7                                               |
| October 20<sup>th</sup> | Grammar Review: Sentences as Building Blocks  
Reading: *Practical Grammar* 31-45  
*Essay Proposal due today*                                                            |
| October 25<sup>th</sup> | Grammar Review: Agreements, Errors, and Tenses  
Reading: *Practical Grammar* 69-99  
*Annotated Bibliography due today*                                                     |
| October 27<sup>th</sup> | Grammar Review: Styles and Punctuation  
Reading: *Practical Grammar* 126-159                                                 |
| November 1<sup>st</sup>  | Final Grammar Review: Commas, Semi-Colons, and Apostrophes                           |
| November 3<sup>rd</sup>  | In-class Writing Assignment 2  
NOTE: The Final day to withdraw from classes is Monday, November 7<sup>th</sup>.   |
| November 6<sup>th</sup>  | Introduction to Editing  
Reading: *Academic Writing Now* Chapter 9                                              |
| November 10<sup>th</sup> | The Peer Editing Process: An Introduction                                            |
| November 15<sup>th</sup> | Peer Editing Session                                                                |
| November 17<sup>th</sup> | Knowing Your Audiences: A Video Lecture                                              |
| November 22<sup>nd</sup> | Grammar Quiz                                                                        |
| November 24<sup>th</sup> | Correcting Common Errors  
Reading: to be determined, based on student need                                         |
| November 29<sup>th</sup> | Finishing Touches: Concluding Your Arguments  
Reading: *Academic Writing Now* Chapter 8                                                |
Assignments and Evaluation

Table of Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Value</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>Ongoing</td>
<td>10%</td>
<td>N/A</td>
</tr>
<tr>
<td>In-class Writing Assignment 1</td>
<td>September 29th</td>
<td>5%</td>
<td>1 page</td>
</tr>
<tr>
<td>Essay Proposal</td>
<td>October 20th</td>
<td>10%</td>
<td>2 pages</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>October 25th</td>
<td>10%</td>
<td>2-3 pages</td>
</tr>
<tr>
<td>Grammar Quiz</td>
<td>November 22nd</td>
<td>10%</td>
<td>80 minutes</td>
</tr>
<tr>
<td>In-Class Writing Assignment 2</td>
<td>November 3rd</td>
<td>15%</td>
<td>2-4 pages</td>
</tr>
<tr>
<td>Peer Editing Reflection Assignment</td>
<td>November 22nd</td>
<td>15%</td>
<td>2 pages</td>
</tr>
<tr>
<td>Final Essay</td>
<td>December 1st</td>
<td>25%</td>
<td>5-7 pages</td>
</tr>
</tbody>
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Assignment Policies

- All assignments are individual assignments and cannot be completed collaboratively.
- Assignments are due in class on the dates indicated. If you do not hand in your paper in class, please make alternate arrangements with your instructor.
- If you require an extension, you must ask for one BEFORE the due date.
- Unless you ask for (and receive) an extension, late essays will be penalized by 3% per day (to a maximum of 30%), and will not be accepted after 4:30pm on December 2nd without proper documentation.
- All assignments must be in MLA format (8th edition), double spaced, with 1” margins, and in 12 point font.
- Exceptions to these policies are allowed only with a doctor’s note or other appropriate documentation.
Details of Assignments
The specific details of each assignment will be provided to you in class and on D2L. Below, you will find a brief description of each activity.

**Attendance and Participation (10%)**

Each week, we will engage in small in-class activities which include writing, discussion, and collaboration with your peers. To obtain full marks, you must be present for at least 10 of these activities, and complete the activity as per instructions.

Sample activity: In 2-3 well-written sentences, describe what you hope to gain from this class. Use the index card provided to record your answer, and submit it to the instructor before leaving the classroom.

**In-Class Writing Assignments**

(September 29th - 5%, November 3rd – 15%)

Details of these assignments will be provided in the classes immediately prior, as well as posted on D2L. In general, these assignments will gauge your ability to develop a paragraph or essay in the classroom, and will be assessed based on the strength of your argument and rhetorical strategies as well as on the mechanics of your writing.

**Essay Proposal and Annotated Bibliography**

(October 20th and 25th, 10% each)

These assignments will help you to develop to formulate an argument and gather information for your final paper. A template for each will be provided in the first few weeks of class (via D2L), and all assignments will be discussed further in class.

**Grammar Quiz (November 22nd, 10%)**

An in-class test of your grammar knowledge, the grammar quiz will be made up of activities similar to those in *Practical Grammar* as well as some longer application-style questions. A full overview of the quiz structure will be provided in class.

**Peer Editing Assignment (November 22nd, 15%)**

For this assignment, you will bring a paragraph of your essay with you to exchange with a partner and edit. You will then prepare a 1-2 page reflection on the process of peer-editing. Details for this assignment will be provided in class and on D2L, and class time for editing will be provided.

**Final Essay (December 1st, 25%)**
A full description of the expectations for this assignment will be provided on D2L. Over the course of the term, you will write a formal essay building on the research done for your proposal and annotated bibliography.
Marking Standards

All assignments will be marked in accordance with the English Department Marking Standards\(^1\).

Specific assessment criteria for assignments will be provided on the assignment outlines, made available to you on D2L.

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]\(^2\).

Course Policies

Regular attendance is expected, and will contribute to your attendance and participation grade. Should you need to be away for a prolonged period of time, contact your instructor.

You are expected to bring your books to each class, as well as the means with which to take notes.

Cell phones are not to be used in class, and other electronic devices should be used only for scholarly purposes.

Active, respectful participation is expected from all students. This means being an active listener, as well as an avid participator.

\(^1\) https://www.lakeheadu.ca/academics/departments/english/markding-standards
\(^2\) https://www.lakeheadu.ca/academics/academic-support/skills-for-success/responsibilities
University Policies

- Students in this course are expected to conform to the Code of Student Behaviour.

- Accommodations: Lakehead University is committed to achieving full accessibility for persons 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. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you think you may need accommodations, you are strongly encouraged to contact Student Accessibility Services (SAS) and register as early as possible.

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

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4 http://studentaccessibility.lakeheadu.ca
5 https://www.lakeheadu.ca/academics/departments/english
6 https://lakeheadu.desire2learn.com/d2l/home