

Fall 2015

Course Code: EMLS 102 R

Course Title:

Class Times/Location:

Instructor

Instructor:

Office:

Office Phone:

Office Hours:

Email:

Course Description

This course is intended to help students decrease the number of errors in their academic writing. There is a strong emphasis on accuracy in all aspects of academic writing, including punctuation, spelling, vocabulary use, grammatical structures, sentence variety, paragraph format, and document structure. This course is for students whose first language is not English. It is not open to students with native like, near-native, or similar advanced ability.

Course Objectives and Learning Outcomes

Upon completion of this course, students should be able to:

- A. Accurately label grammar and punctuation points.
 - Recognise and correct errors in their own and others' sentences and paragraphs.
 - Identify sentence organization patterns and use them accurately and appropriately.
- B. Use a range of academic vocabulary accurately and appropriately in academic writing.
- C. Write conventional paragraph patterns in the paragraph (topic sentence, background, details and evidence, conclusion) format.
- D. Write paragraphs and essays in various academic genres (narrative, process, compare-contrast, and argument) under time constraints.

Required Text

- Cain, J. (2012). Grammar for Writing 2, White Plains, NY: Longman.
- Hogue, A. (2003). The Essentials of English, White Plains, NY: Longman.

Course maps will be made available on Desire2Learn after they have been distributed in class. It is recommended, but not required, that every student purchase a monolingual, paper-based dictionary. (The use of electronic "translation" dictionaries is not permitted.) Some good choices include any of the paperback English dictionaries printed by Collins, Oxford, Merriam-Webster, or Longman.

Course Requirements and Assessment

Assessment	Weighting
Writing Assignment One (200-250 words)	5%
Writing Assignment Two (250-300 words)	10%
Writing Assignment Three (300-400 words)	10%
Writing Assignment Four (400-500 words)	12%
Grammar Tests (2 at 10% each)	20%
On-line Self-test (6 at 2% each)	12%
Group Sentence Exercises (2 at 4% each)	8%
Student Feedback Session, Error Tracking Form and Error Log	3%
Final Essay Test	20
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Total	100%

Undergraduate students will receive a numerical grade on their transcript (for example 75%). Graduate students will receive a 'CR' for 'credit' or 'NCR' for 'no credit'. Graduate students must complete 100% of the assignments and tests and receive an unofficial grade of at least 50% in order to receive a "CR."

Writing Assignments

You will have four written assignments. You must write these assignments in class during the allotted time. You will write a first draft, receive feedback, and then write a revised draft for each assignment, also in class. The final grade for the first two assignments will be a 50:50% average of the first and revised drafts. The third and fourth assignments have only general feedback for the first draft and marks only for the second draft. Official documentation is required if you miss an in-class assignment or test.

Grammar Tests

You will write two tests based on the grammar points and editing strategies learned in class. These tests are worth 20% of your final grade (10% each).

On-line Self-tests

Before each of the six major grammar units, you will preview the grammar rules in the two textbooks and complete a short on-line test. These tests are worth 2% each and test the form and use of the grammar. These tests will be available on Desire2Learn for two days before the class and the access to them will end four hours before the class. There will be no opportunity to make up a missed test.

Group Sentence Exercises

After some major grammar units, you will complete a short exercise requiring you to write sentences using the taught grammar points and vocabulary. These exercises will be done in class in groups, collected and marked to provide you with extra feedback during the term. As a rule, missed sentence exercises cannot be made up. You will write 2 exercises, which are worth 8% of your final grade.

Student Feedback Session, Error Tracking Form and Error Log

At midterm, students will meet with the instructor to receive feedback on their performance in the course. The session, worth 2%, will not be during class time, but it will be arranged with the instructor. Each student will complete an Error Tracking Form, summarizing the errors from the first two multi-draft assignments. Students will be expected to analyse their mistakes and write and correct the most

common errors on the Error Log. The Error Tracking Form and the Error Log will also be completed for the final two essays. The Error Tracking Form and the Error Log may be used in the final essay exam, and they will be checked by the instructor for completeness. This is worth 1%.

Final Essay Test

The final test assesses writing and editing skills. You will be asked to write an essay to demonstrate your ability to apply those skills to your own writing. The test is worth 20% of your final grade.

Bonus Marks

During the term, there will be the opportunity to gain 4 bonus marks for specific homework activities. (.5 each for 8 tasks). These marks will be added to your final grade. The assigned work will be checked but not corrected by your instructor. The work must be completed prior to class and brought to class in order to be awarded the mark.

Course Outline

Week	Monday	Tuesday	Thursday
Sept 14	Introduction to course Verb Tenses (Chapter 1)	Verb Tenses and Paragraphing	Time shifts within paragraphs
Sept 21	**Narrative Paragraphs and topic sentences	Gerunds and Infinitives (Chapter 6)	Assignment 1 – first session (MD1D1): Narrative Writing
Sept 28	ONLINE SELF-TEST 1 COMPLETED Coordination and Parallel Structure (Chapter 7) Subordination and Adverb Clauses (Chapter 9)	Coordination and Subordination continued Reduced Adverb Clauses	Assignment 1 – second session (MD1D2) EAR, Student Error Tracking Sheet, and Error Log
Oct 5	**Writing Academically and Objectively	Process Pattern and Transitions	Assignment 2 –first session (MD2D1) Process Writing
Oct 12	Thanksgiving Monday NO CLASSES	ONLINE SELF TEST 2 COMPLETED Passive Voice (Chapter 4)	Passive Voice continued Group Sentence Exercise 1
Oct 19	Assignment 2 – second session (MD2D2)	ONLINE SELF TEST 3 COMPLETED Articles and Determiners (Chapter 3)	Determiners continued Review for Grammar Test
Oct 26	Grammar Test 1	ONLINE SELF TEST 4 COMPLETED Adjective Clauses (Chapter 8)	Adjective Clauses continued **Comparatives (Chapter 5)
Nov 2	Contrastive Forms MIDTERM INTERVIEWS BEGIN THIS WEEK	Contrastive Forms continued Parallel Structure revisited **Writing 3 Paragraph Essays	Assignment 3 – first session (MD3D1) Contrastive Writing (only content feedback is given)

Nov 9	ONLINE SELF TEST 5 COMPLETED Modals (Chapter 2) Conditionals (Chapter 10): Suggesting and Warning	Modals and Conditionals continued Subjunctive	Assignment 3 – second session (MD3D2)
Nov 16	**Argument Pattern	Argument Pattern continued Writing a 4 Paragraph Essay	Assignment 4 – first session (MD4D1): Writing an Argument (only content feedback is given)
Nov 21*	Saturday November 21 is the make-up class for Monday Oct 12. The day follows a Monday schedule and attendance is required. Writing an Argument with an **Extended Conclusion		
Nov 23	ONLINE SELF TEST 6 COMPLETED Prepositions: Argument vocabulary (Appendix 5 and Chapter 11) Group Sentence Exercise 2	Assignment 4 – second session (MD4D2): Revising Draft One of the Argument Essay	Review for Grammar Test Editing Strategies
Nov 30	Grammar Test 2	Review for the Final Exam Essay	Final In-class Essay Exam BRING ERROR TRACKING SHEET AND ERROR LOG

**The loss of a Monday class on Thanksgiving Day (October 12) will be made up by following a Monday schedule on Saturday, November 21.*

Missed In-class Assignments or Tests

If a student misses an in-class assignment due to illness, then a doctor's note is required and the student will arrange a time with the instructor to make up the assignment.

Electronic Device Policy

No smartphones, tablets, laptops, or any other electronic devices are allowed to be used during the class and assessments. They must be switched off and placed in your bag or pocket.

Attendance Policy

Each absence results in -1% of your final grade to a maximum of -5% (five absences). If you are absent from more than five classes (excluding test and assignment days), your instructor may not allow you to continue in the class. **Absences on assignment and test days do not receive the -1%; however, you must have a valid doctor's note in order to make up the assignment and receive a grade.** Regular class attendance is essential as all teaching and practices are done in class. Instructors are strict about attendance.

Final Examination Policy

For fall 2015, the established examination period is **Dec.8-22 2015**. The schedule will be available in October. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time (see: <http://www.registrar.uwaterloo.ca/exams/finalexams.html>).

Accommodation for Illness or Unforeseen Circumstances

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See http://www.registrar.uwaterloo.ca/students/accom_illness.html

Academic Integrity

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>.

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. In addition, consult <http://arts.uwaterloo.ca/student-grievances-faculty-arts-processes> for the Faculty of Arts’ grievance processes.

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>.

Academic Integrity website (Arts):

http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (uWaterloo): <http://uwaterloo.ca/academic-integrity/>

Accommodation for Students with Disabilities

Note for students with disabilities: The AccessAbility Services (AS) Office, located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS Office at the beginning of each academic term.

Cross-listed course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

A respectful living and learning environment for all

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.
2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.
3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.
4. If you experience or witness either harassment or discrimination, you may contact the Renison University College Harassment and Discrimination Officer at c7mcmillan@uwaterloo.ca (519-884-4404, ext. 28723).