ENGL 109:002
Introduction to Academic Writing
Meets Tuesdays & Thursdays, 1:00 - 2:20 pm in EV3 3406

Instructor: Dr. Andrea Jonahs
Office: HH144
E-Mail: ajonahs@uwaterloo.ca
Office Hours: Thursdays 2:30 - 4:30 pm and by appointment

Course Description

Introduction to Academic Writing introduces you to the foundational skills necessary to take on many of the writing tasks you are likely to encounter in an academic context. In this course, we focus on writing as inquiry, practice, and process. Inquiry refers to what drives and motivates our questions. Practice means we write a lot. And process recognizes that writing develops and sharpens in stages: brainstorming, drafting, and revising.

By the end of this course, you will learn how to
- convey ideas clearly and persuasively in written and oral forms,
- apply rhetorical strategies towards achieving communication goals,
- apply literary techniques to nonfiction writing genres,
- conduct, evaluate, synthesize, and incorporate research, and
- revise your own work and respond to peer writing.

Required Text

There is no textbook for this course, but there is a required course pack available at the UWaterloo Bookstore for $22.79.

Evaluation Breakdown

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<th>Component</th>
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<td>Participation</td>
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<td>Reading Quizzes</td>
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<td>Narrative Essay</td>
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<td>Proposal &amp; Annotated Bibliography</td>
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Participation (10%) and Reading Quizzes (5%)

Getting full marks for participation is relatively easy, but it requires more than just showing up. Excellent participation is demonstrated when you

- arrive on time (and you don’t leave early),
- have done the readings before class and are prepared to discuss them,
- find something thoughtful and relevant to say in every class,
- encourage a positive class environment, and
- avoid distracting behaviour.

In most classes there will be an ungraded activity that counts towards participation and is meant to prepare you for larger assignments. From time to time there will also be unannounced reading quizzes. These quizzes are low stakes, meant to test your rudimentary understanding of the text, and to ensure you are keeping up with readings. If you are not in class, there is no way to make up these activities and/or quizzes.

Narrative Essay (20%)

In this essay, you will draw upon a specific personal experience that could be described as your “aha!” moment. The experience might be a major life event or the slightest of memories; whatever the case, it allowed you to discover something (big or small) about yourself, about others, and/or about the world you live in. C.S. Lewis once said, “We do not write to be understood. We write in order to understand.” Applying this adage to the assignment, the goal is less about relaying the experience itself or even the newly acquired wisdom. Rather, this essay is more about revealing the struggle and process through which you make sense of your experience.

Your essay will apply principles of literary writing and narrative structure in order to shape an essay that engages a universal audience. Word count: 1200-1500.

Proposal & Annotated Bibliography (15%)

This assignment is an opportunity to plan and articulate what you hope to accomplish in your persuasive essay. Your proposal should include:

- a statement of the issue you will address
- a discussion of the issue’s significance—what problem is it addressing and why should anyone care?
- a working thesis or line of inquiry
- an outline/discussion of potential arguments and counter-arguments
- an annotated bibliography (described below)

An annotated bibliography provides a quick summary of the key arguments and/or relevant ideas in a source. You will prepare five annotations for five good sources relevant to your persuasive essay. **Three sources must be scholarly/peer-reviewed sources** while the other two may be from any reputable source (e.g. magazines, news sites, blogs, primary sources, videos, podcasts etc.). Your proposal should be between 500-750 words and each annotation must be 200-300 words.
Persuasive Essay (20%)

In this assignment, you will write an essay that addresses a problem pertaining to UWaterloo undergraduate students’ academic, social, and/or personal lives. Not only must you convince your reader that the problem is of significance, but that the solution(s) you present is beneficial, feasible, well-researched, and worthy of serious consideration. Word count: 1200-1500.

Analytical Essay (20%)

An analytical essay requires you to make claims about what you think the something *means*. For this essay, you will apply an analytical approach to a pop culture artifact (book, movie, television series, music album/video, vlogger/blogger/influencers/celebrities, video game, etc.). Your analysis should include:

- a contextualized summary of the artifact
- a discussion of why this artifact matters (Who else cares? Whom/what does it impact?)
- an original argument and discussion around what you think is significant about the artifact—What do you find new, interesting, problematic etc.? What do you think it means/says/represents?
- counter-argument(s) that present an alternative interpretation of the artifact (and why you think the counter-arguments are weak)
- evidence for your claims—what “clues” from the text (as well as the context in which the text is embedded) lead you to your conclusions?

Word Count: 1200-1500 words.

Oral Presentation (10%)

Working in groups of two, you will present an analysis of an advertisement from 2018. You will compare your advertisement to another advertisement (does not have to be from the same year) that is similar in some way (same company, similar product, similar style etc.). Your comparison should allow you to make a claim about what you think the advertisement says about something socially/culturally significant. Presentation should be 6-8 minutes + q & a.

Submitting Assignments

All assignments must be submitted as a hard copy and on LEARN dropbox. You may submit assignments electronically *until midnight of the due date*. This means that you do not have to submit a hard copy in class on the day of the due date; however, you must provide a hard copy *by the next class*. If the electronic file has been submitted without a hardcopy, you will lose one percentage point from your grade on that particular assignment. Obviously, your electronic submission and hard copy must be exactly the same.
Please ensure your assignments adhere to the following requirements:

- Times New Roman, Arial, Calibri (or a similar) font
- 11 or 12 pt
- 1.5 or double spacing
- 1-inch margins
- Stapled
- First & Last Name
- Date
- Word count (not including works cited)
- APA citations (in-text & works cited)

Policy for Late Assignments & Absences

Assignments submitted after the midnight of the due date will result in a **5% per day** penalty.

Exceptions and/or extensions may be requested if there is a medical issue *for which you have a doctor’s note*; all other circumstances will be evaluated on a case-by-case basis. When possible, prompt communication in *advance* of an absence is appreciated. While advance notification demonstrates professional courtesy, it does not guarantee your absence, tardiness, or late work will be excused.

Grading Scale

“A” work (83-100%) is earned when student produces work that is creative, original, and exceeds expectations. Writing is compelling, persuasive, and mostly error-free. Student frequently advances class discussion through thoughtful, substantive insights grounded in a strong understanding of the material; student fosters a positive classroom environment that encourages peer engagement.

“B” work (72-82%) is earned when student produces work that meets expectations. Student consistently applies principles introduced in class, with good results. Writing in this category may demonstrate a more predictable/conventional approach, limited in its originality and depth; occasional errors do not undermine the overall integrity of the work. Student regularly contributes to class discussion and fosters a positive classroom environment.

“C” work (62-71%) is earned when student produces work that is adequate, meeting **minimal** expectations. Writing tends to be thin and underdeveloped; writing indicates minimum effort to apply principles introduced in class; a moderate number of errors may undermine the overall integrity and/or comprehension of the work. Student participates inconsistently and may engage in behavior that is distracting to his/her peers.

“D” or “F” work (0-61%) is earned when student produces work that does not meet minimal expectations. Writing demonstrates little effort to apply principles introduced in class; writing tends to be unclear, confusing, and poorly organized; a frequent number of errors undermine the overall comprehension of the work. Student rarely/never contributes to class discussion, often comes to class unprepared, and may foster a distracting classroom environment on a regular basis.
Electronic Device Policy

Students may use electronic devices (laptops, tablets, phones etc.) for class-related activities only (i.e. note-taking, group projects, conducting research, LEARN etc.). Electronic devices used for any other purpose is not permitted. The instructor reserves the right to request electronic communication to be turned off and put away at any time. Repeat instances of inappropriate use of electronics in the classroom will negatively affect your participation grade. Recording or photographing any part of a classroom lecture/activity is not permitted unless you’ve been given special permission. All power point slides will be available on LEARN.

Email

Important announcements and course information will sometimes be sent via email or posted on LEARN. It is the students’ responsibility to ensure that they are checking their email and LEARN site frequently for course updates.

I aim to answer all email inquiries within 24hrs on a weekday and 48hrs on the weekend. If I do not respond within this time frame, then feel free to follow up with a second email.

Learning Accommodations

If there are any accessibility concerns or accommodation requests you might have, please speak with me at the beginning of the term or whenever you become aware your needs.

For more formal arrangements, and access to a range of other services, contact the AccessAbility Services office, located on the first floor of the Needles Hall (NH 1401, ph. 519-888-4567 ext. 35082). AccessAbility Services 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. For more information visit their website at https://uwaterloo.ca/accessability-services/.

Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the UWaterloo Academic Integrity webpage and the Arts Academic Integrity webpage for more information.

A note about plagiarism. According to UWaterloo policy definitions, plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas or work of others (whether attributed or anonymous) as one’s own in any work submitted whether or not for grading purposes.
Plagiarism includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include, but are not limited to: books, articles, papers, material on the internet, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, and computer code/software.

Examples of plagiarism include, but are not limited to:

- Using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts without appropriate acknowledgment in any academic assignment
- Using another’s data or research findings without appropriate acknowledgement
- Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own
- Failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks
- Submitting a take–home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else
- Failing to cite oneself when permission has been given to make use of one’s earlier work

**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. For typical penalties check Guidelines for the Assessment of Penalties (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

**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 (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70). When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.
Appeals

A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals (https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

The Writing and Communication Centre

The Writing and Communication Centre works with students as they develop, draft, and revise their ideas. Writing and communication specialists offer one-on-one support in planning assignments, synthesizing and citing research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or drop in at the Library for quick questions or feedback. To book a 50-minute appointment and to see drop-in hours, visit www.uwaterloo.ca/writing-and-communication-centre. Group appointments for team-based projects, presentations, and papers are also available.

Please note that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you. Please bring hard copies of your assignment instructions and any notes or drafts to your appointment.

Counselling Services

From transition to university life, to changes in expectations, to relationships, there are a lot of reasons you might seek help for your mental health. 1 in 5 Canadians experience a mental health concern in their lifetime. You are not alone.

Counselling Services offers a variety of confidential services at no charge to University of Waterloo students who are currently registered or are on a co-op term. Mental health professionals are here for you and interested in helping you through whatever you are experiencing. Their regular hours are Monday to Friday 8:30 a.m. to 4:30 p.m; they are located in Needles Hall Addition on the 2nd Floor. Our phone number is 519-888-4567 ext. 32655.

Individual appointments: Emergency appointments are available during our regular hours and are provided to any student who is at immediate risk of self harm or harming someone else, or has recently experienced a trauma. Regular booked appointments can be made and scheduling depends on the urgency of your needs. When you meet with a counsellor they will listen to your concerns and develop a plan that suits your individual situation and needs. Walk-in appointments are available each Wednesday and Thursday between 11:30 a.m. and 3:30 p.m. These appointments are 90-minutes in length and are focused on finding you practical solutions for your most pressing concern.

Coping Skills seminars: Coping Skills seminars are 1-hour seminars that focus on cultivating resilience, challenging thinking, managing emotions, and changing behaviour. They are offered a variety of times per term and can be registered for on LEADS. You can also view them online.

More information about all of our services can be found at: https://uwaterloo.ca/campus-wellness
Student Success Office

The Student Success Office provides a range of academic and personal development services, resources for international students, as well as study abroad and exchange support. They work closely with campus partners to create a vibrant experience for students from their first days at Waterloo, right to convocation. The SSO is located in South Campus Hall, second floor. Office hours are Monday, Wednesday and Friday, 8:30 a.m. - 4:30 p.m.; and Tuesday and Thursday, 8:30 a.m. - 6:00 p.m.

Their services include:

- **Academic Skill Building Workshops**: Register for an activity based workshop to learn how to take better notes, improve your time management skills or explore new study strategies.
- **Success Coaching**: Connect with a success coach and book a one-on-one appointment to explore new learning strategies and resources that you can use to achieve your academic goals.
- **Student Leadership Development**: Explore and enhance your leadership abilities in this series of workshops. Complete all 12 before convocation to receive an e-certificate sign by the University president and associate provost, students.
- **International Student Advising**: An experienced and dedicated team of advisors are happy to assist you during your time at the University of Waterloo. All of our International Student Advisors are Regulated Canadian Immigration Consultants with the Immigration Consultants of Canada Regulatory Council. All consultations with the International Student Advisors are confidential.