University of Waterloo  
Department of English Language and Literature  
ENGL 109 Lec 09/10  
Introduction to Academic Writing  
Fall 2017

Instructor Information  
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Course Description  
English 109 is designed to get you comfortable writing in an academic context. You will learn about differences between forms of academic writing as well as more widely shared ideas about what makes writing good across disciplines. Together, we will study the choices great writers make as they write and the processes they engage in order to create their best work. We will study a variety of texts to learn more about how they were written and how to improve the writing each of you produces. Across the disciplines as well as in nearly every profession the ability not only to communicate effectively, but also to collaborate is necessary to success. The best writers, we believe, talk with one another extensively about their writing at every stage of the composing process from the development of ideas through the final polishing of prose. The production of knowledge and, indeed, all learning are inherently social activities: writers at all levels of experience and ability learn from one another. For these reasons, much of your work in this course will involve different kinds of collaboration with your peers. You will learn to give useful feedback to your classmates, as well as to receive feedback and put it to use in the revision of your writing.

Course Goals and Learning Outcomes  
• To help you to think critically and communicate effectively  
• To learn and practice a variety of strategies for inventing, drafting, and editing texts  
• To learn and practice writing in a variety of academic genres  
• To learn to read critically  
• To learn to write persuasively by effectively employing elements of formal argumentation  
• To help you give and receive useful feedback on writing for the purposes of revision  
• To learn and practice communicating to a variety of academic audiences.

Required Text  
• Readings will be posted on Learn or distributed in class.  
• Students are required to bring a notebook or binder and a pen or pencil to each class for notetaking.  
• A copy of the textbook How to Write Anything, John Ruszkiewicz & Jay Dolmage is available for 3hr loan from the Course Reserves desk at Dana Porter Library.
Course Requirements and Assessment

In this course you will be graded on a number of written assignments, activities and exams. Some of these will be assigned grades, and others will be given marks for completion. Some work will be completed outside of class time, while others will require that you attend class and complete an activity.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date of Evaluation (if known)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignments</strong></td>
<td></td>
<td>60%</td>
</tr>
<tr>
<td>Essay 1</td>
<td>October 2</td>
<td>(15)</td>
</tr>
<tr>
<td>Essay 2</td>
<td>November 1</td>
<td>(20)</td>
</tr>
<tr>
<td>Essay 3</td>
<td>November 27-December 4</td>
<td>(25)</td>
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<tr>
<td><strong>Exams</strong></td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td>Essay Exam</td>
<td>November 29</td>
<td>(15)</td>
</tr>
<tr>
<td>Three-Minute Thesis</td>
<td>November 20, 27</td>
<td>(10)</td>
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<tr>
<td><strong>Activities</strong></td>
<td></td>
<td>15%</td>
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<tr>
<td>Various weekly activities will be evaluated for either grades or completion.</td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100%</td>
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Additional details about each of the assignments will be provided in class.

Late Work
Late work will be penalized 2% per day. Work more than one week late will not be graded. Students who require an accommodation due to extenuating circumstances must submit documentation and arrange an extension prior to the assignment/activity/exam due date.

Electronic Device Policy
Electronic devices may only be used for completion of course work. Students caught using cellphones, laptops, tablets or other devices for non-course-related activities will be penalized.

Attendance Policy
This class is a writing lab. For this reason, attendance is mandatory. Students will receive a grade of zero for any missed activities. If a class must be missed due to an extenuating circumstance, students must contact the instructor prior to the absence and will be required to provide documentation should an assignment or activity require an extension.
Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009

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 (https://uwaterloo.ca/academic-integrity/) and the Arts Academic Integrity webpage (https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

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).

Note for Students with Disabilities
The AccessAbility Services office, located on the first floor of the Needles Hall extension (NH 1401), 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.