INTRODUCTION TO ACADEMIC WRITING
ENGLISH 109

DEPARTMENT OF ENGLISH
University of Waterloo
Fall 2001

Instructor: Whitney Hoth
Office Hours: Mondays 4:00 PM to 6:00 PM and by appointment
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Lecture: Mondays 6:00 PM to 6:50 PM in HH 227
Workshop: Mondays 7:00 to 8:50 PM in ML 315

Course Description:

English 109 introduces you to various techniques and conventions useful for writing in academic disciplines, such as principles of rhetorical structure and organization for essay writing and institutionally-sanctioned standards of quotation and citation for research. You will learn about techniques and conventions by reading, studying and responding to a variety of texts about important issues in contemporary academic writing. Assignments in the course are organized to promote a process approach to writing, involving brainstorming, group discussion, working drafts, editing and revision. Exercises to develop these skills are presented in the workshop portion of the course immediately following lectures and will provide students an opportunity to move gradually into writing large-scale formal research essays.

Texts:

Schryer, Catherine F. Reading and Writing Academically. Courseware Solutions Textbook for English 109. TX # 6325.


Any University-Level Paper-Back Dictionary
Assessment:

Literacy essay (10%)
Synthesis paper (15%)
Analysis paper (15%)
Research paper (20%)
Reading/Activity Journal (15%)
Test (10%)
Participation and Editing (15%)

Assignment Descriptions:

Literacy Essay (10%)

Write a brief essay (600 words) defining what literacy means to you. You will use primarily your own experience to develop your definition, but you must also cite some of the sources in Chapter 3 of your Reading and Writing Academically text to provide support. Citation of sources should be in the form of both long and short quotations.

Synthesis Paper (15%)

Write a paper (800 to 1000 words) on an issue related to the topic of gender. Your paper must take a position and present supporting arguments. At least 3 sources must be cited, one of which must be an academic article not included in RWA. Your other sources must derive from Chapter 4 of RWA. You may use either MLA or APA format for references. Your paper must have a title. Section headings are optional.

Analysis Paper (15%)

Write an essay (800 words) developing a thesis expressing your analysis of a magazine advertisement which has appeared within the last three months or which has been discussed in workshop. Your analysis must demonstrate knowledge of techniques discussed in the course.

Research Paper (25%)

Selected one of the papers you have already written for this course. Revise and expand your paper by locating at least three additional supporting academic sources. Your research paper must be at least 1200 words long and include a title. Do not simply patch in new quotations. Strive to present a comprehensive rewrite demonstrating improvement in argument, organization, expression and mechanics.

Reading/Activity Journal (15%)

Each of the first three assignments in this course involves preparatory activities. Many of these activities will be completed and submitted in workshop. Students completing these activities on time will automatically receive a grade of 75% (or B) for this component. The remaining 25%
will be awarded for the quality of the journal. Be sure to retain all your workshop exercise papers in a file folder or binder. Completeness and neatness are pertinent.

Tests (10%)

One editing test will be administered during the tenth week of term. This test will focus on persistent grammar and punctuation errors found in student essays.

Participation and Editing (15%)

This grade will be derived from your attendance at workshop and the quality of your involvement in assisting other students in improving their papers.

Course Policies:

Late Drafts or Papers

Late drafts will be penalized up to 10% of the final grade of the paper. Late papers will be penalized 5% per day late. Sometimes students do have legitimate reasons for late submission. Students may speak with me during office hours concerning reasons for a late submission. An office visit is required to secure exemption, and students may be asked to present documentation. Please note that all late drafts, as well as finished papers, will be penalized.

Standards of Submission

All papers must be submitted according to assignment requirements as to length. Papers not conforming to length requirements will be returned and marked as late when resubmitted. All papers must be submitted in legible 12 point typeface with reasonable margins (one inch side-to-side, an inch and a half top-to-bottom). Illegible or poorly printed papers (faded or smudged) or those with non-standard margins will be returned and marked late when resubmitted.

Plagiarism

Plagiarism, the submission of another’s work as your own, is a serious academic offense. Any instance of plagiarism will automatically cause a paper to fail, and may result in failure of the course. All instances of plagiarism are reported to the office of the Dean. The Arts Faculty Council requires the following note on all course outlines:

“All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the Summary Policy #71 (Student Academic Discipline) which is supplied in the Undergraduate Calendar (p1:11). If you need help in learning to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of the discipline policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.”
Be advised, plagiarism is to be avoided at all costs. If you have any uncertainty at any point during this course as to what may or may not constitute plagiarism, please consult with me prior to submitting assignments.

Attendance

Attendance at workshops is vital. Much of the work in this course, including the Reading Journal, will be completed in workshop. Always bring your course book *Reading and Writing Academically* to both lectures and workshops.

Drafts

Drafts are integral to this course. Be sure to prepare the best first draft possible. Drafts must be legible and of a length not less than 3/4s of the final paper requirement. Having substantial drafts available will allow you to benefit from the editorial comments and observations of your instructor and student peers. While student editors and the instructor may help flag problems, each student is ultimately responsible for his or her own work in its entirety. If an editor misses commenting on a problem in a draft, the writer is still responsible for that problem.

Grading

I will provide detailed written commentary on the drafts of your synthesis and analysis papers and will consult with you during preparation of the research paper. Final copies will receive less commentary. All course work must be completed to secure a final grade. No course work will be accepted after the last day of class, December 3, except the final research essay which must be handed in by December 10.

Consultation

I urge you to see me during office hours or by appointment if you need any assistance with your writing or if you have questions or problems concerning the course material or assignments.

Handing in Papers

All tests, drafts and papers must be submitted directly to me at the beginning of class on the due date. Papers handed in on the due date after class will be marked late. I may ask you to hand in papers to my mail box in the English Department mail room located in Room 229 of HH, open between the hours of 9 am to 4 pm, Monday to Friday.

REMINDER: 📝

It is my job to help you become better and more confident writers. Please feel free to use my offices hours for additional assistance and guidance, or contact me by email at w_hoth@hotmail.com. Please be sure to include your name in the message.
COURSE SCHEDULE

WEEK 1 - SEPTEMBER 10/CHAPTER ONE: Reading Academically/Steps 1 -2
Lecture: Course Outline/Diagnostic Examination
Reading: Schryer pp. 1-4
Due: Activities 1 and 2 – to be completed in workshop

WEEK 2 - SEPTEMBER 17/CHAPTER ONE Step 3
Lecture: Summarizing and Paraphrasing/ Major Patterns of Organization
Reading: Schryer pp. 5-19/ Literacy Essays 71-112
Due: Activity 3 - bring to workshop
   Activity 5 - to be completed in workshop

WEEK 3 - SEPTEMBER 24/CHAPTER ONE Steps 4 and 5
Lecture: Sources/Quotation/Citation
Reading: Schryer pp. 19-33
   Harris and Pilz pp. 71-32 [give special attention to punctuation chart on page 130]
Due: Activity 4, 6, 7 - bring to workshop
   Activity 8, 9 - to be completed in workshop

WEEK FOUR - OCTOBER 1/CHAPTER TWO: Writing Academically
Lecture: Documentation/ Getting a Grip on Grammar
Reading: Schryer pp. 34-37
   Harris and Pilz: 25-67, 257-298 (MLA/APA) and 299-217 (ESL)
Due: Literacy Essay (10%)
   Activity 1 - to be completed in workshop

WEEK FIVE - THANKSGIVING HOLIDAY - OCTOBER 8

WEEK SIX - OCTOBER 15/CHAPTER TWO: General and Global Strategies
Lecture: Topics and Transitions: Getting from Thesis to Conclusion
Reading: Schryer pp. 38-57/ Advertising Essays 163-229
Due: Activity 2 and 4
   Activity 3, 5, 8, 9 - to be completed in workshop

WEEK SEVEN - OCTOBER 22/CHAPTER THREE: The Process of Writing Academically
Lecture: Punctuation/ Where Does the Comma Go?
Reading: Schryer pp. 58-70/ Harris and Pilz pp. 133-184
Due: Draft of Synthesis Paper

WEEK EIGHT - OCTOBER 29/Editing
Lecture: Mechanics and Spelling/Style and Word Choice
Reading: Harris and Pilz pp. 185-228
WEEK NINE - NOVEMBER 5/CHAPTER FIVE: Gender
Lecture: He and She/ Him and Her/ His and Hers
Reading: Schryer pp. Gender Essays 113-162
Due: Revised Synthesis Paper (15%)
Due: Draft of Analysis Paper and Reading/Activity Journal

WEEK TEN - NOVEMBER 12
Editing Test (10%)

WEEK ELEVEN - NOVEMBER 19
Lecture: Writing is Rewriting
Due: Revised Analysis Paper Due (15%)

WEEK TWELVE - NOVEMBER 26
Instructor Consultation and Peer Review of Research
Due: Research Draft

WEEK THIRTEEN - DECEMBER 3
Instructor Consultation and Peer Review of Research

WEEK FOURTEEN - DECEMBER 10
Due: Final Research Paper (25%)