University of Waterloo
Department of English Language and Literature
ENGL109_001
Introduction to Academic Writing
Winter 2015
Tuesday, 11:30-12:20 – B1 271

Instructor Information
Instructor: Danielle J. Deveau
Office: HH146
Office Phone: n/a
Office Hours: M 3:00-4:00 or by appointment
Email: d2deveau@uwaterloo.ca
* When contacting your instructor or TA by email, please include your course section and student #.

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.

We believe that learning to write and read rhetorically takes place over time with meaningful support. In this course, you will receive feedback at multiple stages of the writing process and will have many opportunities to revise your work. You will collect all of your work from the earliest drafts to the most polished texts in a portfolio for the purposes of final evaluation.

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

Weekly readings are mandatory. The textbook will also be available on reserve at the Porter Library.

Course Requirements and Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date of Evaluation (if known)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial</td>
<td>Multiple</td>
<td>30%</td>
</tr>
<tr>
<td>Photo Essay</td>
<td>Jan. 20</td>
<td>5%</td>
</tr>
<tr>
<td>Review Essay</td>
<td>Feb. 10</td>
<td>10%</td>
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<tr>
<td>Proposal Essay</td>
<td>Mar. 10</td>
<td>10%</td>
</tr>
<tr>
<td>Unit Exams</td>
<td>Weeks 3, 6, 10</td>
<td>20%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Week 11</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
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Tutorial
Each week in class and in tutorial you will participate in learning activities. These activities will be graded for completion. These activities cannot be “made-up” if you miss a class. Attendance at lecture and tutorial is mandatory.

Photo Essay
Find a photo from your past. This photo should be important to you, and should suggest a story to you. Write a brief (two page, double-spaced) essay about this photo.

Review Essay
Write a critical review of a product, service, or piece of media (for example a commercial). This should be an extended evaluative essay. You should consult external sources and provide a clear rationale for your evaluation. This essay should be four to five pages double-spaced.

Proposal Essay
Write a proposal for a change to a policy, service, or course requirement at the University. This proposal should be well-researched and your suggestion should be justified with data. This essay should be four to five pages double-spaced.

Unit Exams
Unit exams will test knowledge of course material and will be conducted during tutorials weeks 3, 6, and 10. These exams will consist of multiple choice, short answer, or essay questions. The format will vary by each unit and between tutorials.
**Portfolio**
The Portfolio is your final exam for the class. A detailed assignment guideline will be released in week ten of the course. The portfolio will be due week twelve. Students will be asked to compile a writing portfolio for a specific scenario. It will draw on assignments that have been completed over the term. Students are expected to revise their work substantially for this assignment.

**Course Outline**
Readings are mandatory and should be completed prior to classes each week.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Readings Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan. 6</td>
<td>Introduction</td>
<td></td>
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<tr>
<td>2</td>
<td>Jan. 13</td>
<td>Unit 1: Narrative</td>
<td>HTWA Ch. 1; 27</td>
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<tr>
<td>3</td>
<td>Jan. 20</td>
<td>Unit 1: Style</td>
<td>Htwa Ch. 35-37</td>
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<tr>
<td>4</td>
<td>Jan. 27</td>
<td>Unit 2: Evaluation</td>
<td>HTWA Ch. 4; 28-29</td>
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<tr>
<td>5</td>
<td>Feb. 3</td>
<td>Unit 2: Revision and Peer Review</td>
<td>HTWA CH. 22; 38-39</td>
</tr>
<tr>
<td>6</td>
<td>Feb. 10</td>
<td>Unit 2: Positions and Critical Analyses</td>
<td>HTWA CH. 10; 30-33</td>
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<tr>
<td>7</td>
<td>Feb. 24</td>
<td>Unit 3: Proposal</td>
<td>HTWA CH. 6; 40-43</td>
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<tr>
<td>8</td>
<td>Mar. 3</td>
<td>Unit 3: Research and Citations</td>
<td>HTWA CH. 44-50</td>
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<tr>
<td>9</td>
<td>Mar. 10</td>
<td>Unit 3: Arguments</td>
<td>HTWA CH. 3; 21; 23</td>
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<td>10</td>
<td>Mar. 17</td>
<td>Unit 4: Professional Writing</td>
<td>HTWA CH. 12-16</td>
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<tr>
<td>11</td>
<td>Mar. 24</td>
<td>Unit 4: Final Revision</td>
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<tr>
<td>12</td>
<td>Mar. 31</td>
<td>Course Review</td>
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**Late Work**
Late work will be penalized 5% per day. Work more than one-week late will not be accepted. Exceptions will only be made for illness or emergencies, provided proper documentation is submitted to the course instructor.

**Electronic Device Policy**
Students may use electronic devices in class for course activities only.

**Attendance Policy**
Attendance is mandatory. Make-up activities for missed classes will not be provided.
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](#).

*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](#).

*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](#).

Other sources of information for students

*Academic integrity* (Arts) [Academic Integrity Office (uWaterloo)](#)

Accommodation for Students with Disabilities

*Note for students with disabilities*: The [AccessAbility Services 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.