ENGL 109: Introduction to Academic Writing (Sec. 006)

Instructor: Dr. Lamees Al Ethari

Email: lalethar@uwaterloo.ca

Class Times: Tuesday and Thursday 10:00 – 11:20
Location: HH 336

Email: lalethar@uwaterloo.ca

Office: PAS 2216
Office Hours: Tuesday and Thursday 11:30 - 1:30 (By Appointment)

Course Description

ENGL 109 Introduction to Academic Writing: The course will explore a variety of issues in academic writing such as style, argument, and the presentation of information. Frequent written exercises will be required.

The course 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 Objectives

- 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.
Resources for Students

The following sources will be provided through links on the LEARN course website for your section:

• Student Success Office <https://uwaterloo.ca/student-success/>, providing workshops, study sessions, and online resources in the areas of academic performance, study skills, and stress management

• The Writing Centre, <https://uwaterloo.ca/writing-centre/>, providing one-on-one consultations, tutorials, and drop-in sessions to support student writing and related assignments


• http://writingcommons.org/

• https://owl.english.purdue.edu/owl/

Suggested Texts:


See other online sources on academic writing on the UW Library website.

Grading

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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation/Attendance</td>
<td>20</td>
</tr>
<tr>
<td>Presentation</td>
<td>5</td>
</tr>
<tr>
<td>Annotated bibliography I</td>
<td>10</td>
</tr>
<tr>
<td>Outline I</td>
<td>10</td>
</tr>
<tr>
<td>Introductory paragraph I</td>
<td>5</td>
</tr>
<tr>
<td>Concluding paragraph I</td>
<td>5</td>
</tr>
<tr>
<td>ESSAY I</td>
<td>25</td>
</tr>
<tr>
<td>Annotated bibliography II</td>
<td>10</td>
</tr>
<tr>
<td>Outline II</td>
<td>10</td>
</tr>
<tr>
<td>Introductory paragraph II</td>
<td>10</td>
</tr>
<tr>
<td>Concluding paragraph II</td>
<td>5</td>
</tr>
<tr>
<td>ESSAY II</td>
<td>35</td>
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<tr>
<td>Portfolio</td>
<td>50</td>
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TOTAL POINTS AVAILABLE 200
Note:
Participation and attendance in this course are required and non-negotiable. To receive full marks for attendance you will need to come to every class. If you must miss a class for illness or for a family emergency, you will need to provide documentation. Every unexcused absence will result in a five-point deduction. If you miss four or more classes, you will continue to lose five points per absence from your final grade. To receive full marks for participation, you will need to participate fully in both large and small group discussions and in workshops. If you feel anxiety about formal or informal public speaking, please meet with your instructor in the first week of class to discuss accommodations. Generally speaking, such accommodations may include weekly goals for increasing participation over the course of the term and alternative forms of participation. Failure to participate without having arranged for accommodations or without meeting the requirements of your arranged accommodation will result in deductions to your grade.

Each initial essay will be graded according to the quality with which you demonstrate achievement of the learning goals for that assignment. Additionally, over the course of the term your ability to use the feedback you receive as well as your own writerly sense of how to revise effectively should improve. The weight given to the quality of your revisions through the composing process for each essay will increase accordingly.

Each of you will begin this course with different areas of strength and challenge as writers. Therefore, each of you will each proceed through the course with different areas of focus for the purposes of learning, growth, and development as writers. There is no exact formula for producing good academic writing, no recipe for success that will work every time for every writer. Similarly, there is no exact formula for grading student writing where the work you produce is original (as, indeed, it must be).

You are always welcome to talk with me or email me about problems you may have concerning the course. I have set aside three classes for student conferences and feedback, however anytime you feel overwhelmed or confused about the material or assignments that we have, please contact me immediately.

Grades:

In accordance with University of Waterloo policy, your final grades will be assigned as a numeric value according to the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>83-100 [above 95; below 72]</td>
<td>A</td>
</tr>
<tr>
<td>72-78 [above 78; below 72]</td>
<td>B</td>
</tr>
<tr>
<td>62-68 [above 68; below 62]</td>
<td>C</td>
</tr>
<tr>
<td>52-58 [above 58; below 52]</td>
<td>D</td>
</tr>
<tr>
<td>32-38 [above 46; below 32]</td>
<td>F</td>
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Assignment Descriptions:

- Note: All assignments MUST be handed in on the due date. Medical issues and other emergencies will be taken into consideration, official documentation, however, is required, ie, a doctor’s note for medical emergencies. Late assignments will have a late penalty of 5% per day.
Participation and Attendance: Participation includes, in addition to class discussions, the following:

- **In-Class Assignments:** You will be required to write a paragraph length assignment in each class. The assignment may be a response to an article we read, a summary of an article excerpt, or a short critical analysis of your colleague’s work.
- **Group Discussions:** The class will be divided into small groups responsible for answering and discussing a certain topic assigned to them. The group is required to present feedback to each other and to the instructor on the main points discussed in written form.

Presentations: Two students will be asked to give a short (10 minute) presentation on one topic that is related to the writing process. The topic can be on grammar, punctuation, writing styles or forms, etc.

Annotated Bibliography: This assignment will help you prepare the research you need to support your essays. Each student will be required to choose 4 references for research and summarize each reference in 100-200 words. We will work together on choosing the sources and reviewing drafts. More details will be provided during the course.

Outline: The outline will enable you to organize the structure of the essay and present your main points clearly and effectively.

Introduction and Conclusion Paragraphs: In order to prepare yourself for both essay assignments, you will be required to bring (2) copies of these paragraphs to class. While introductory paragraphs present your thesis statement to your readers, concluding paragraphs, on the other hand, help your reader review the findings of your research. You will be divided into pairs and/or groups and you will have the chance to discuss your ideas with other students in order to get constructive feedback. These paragraphs will be handed to me after class.

**Essay 1- Persuasive Essay:** The idea of this essay is to convince your readers of your point of view using logical and supported arguments. Topics should be discussed with me before hand. Further information will be provided during the course and on LEARN. We will work together in groups and one-on-one throughout the course to ensure that you successfully develop your writing skills. The length of the essay should be no more than 4 pages in length, double-spaced, and the font size and style are 12 / Times New Roman.

Essay 2- Research Essay: We will discuss the steps for writing a successful research essay and you will learn to organize your ideas and critically approach different topics through analyzing, writing, and proofreading your work repeatedly. Topics for this essay will be provided on LEARN later in the course. If you would like to write about a particular topic, please discuss it with me first. The second essay should be no more than 7 pages in length, double-spaced, and the font size and style are 12 / Times New Roman.

The Final Portfolio: Your portfolio should include all the writing assignments and drafts that you have produced over the course, even those with feedback from your peers.

The Author’s Note: Students are required to include an Author’s Note that concisely describes their personal writing process throughout this course. More information will be provided throughout the course.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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| Jan. 6 | Introduction to the Course  
               Understanding the Writing Process  
               In-class writing assignment |
| Jan. 8 | Essay 1 explained-The Persuasive Essay  
               Review Purdue OWL “Identifying an Audience” (Link on LEARN)  
               Understanding Your Audience and Why it Matters  
               What is an Annotated Bibliography?  
               In-Class writing assignment |
| Jan. 13| Understanding the Conversation  
               Introductions and Topic Sentences  
               Group Discussions |
| Jan. 15| **Due: Outline Essay 1**  
               Presentations |
| Jan. 20| **Bring Draft for Introduction Paragraph Essay 1**  
               Workshop |
| Jan. 22| **Bring Draft Concluding Paragraph Essay 1**  
               Visit: Nancy Collins, Liaison Librarian for English |
| Jan. 27| **Bring Draft for Annotated Bibliography Essay 1**  
               Workshop |
| Jan. 29| **Due: Annotated Bibliography Essay 1**  
               The Use of References/ Citations and Paraphrasing/What is Plagiarism?  
               Group Discussions |
| Feb. 3 | **Due: Introduction & Conclusion Essay 1**  
               **Bring Draft of Essay 1**  
               Proof-reading and Editing  
               Group Activity |
| Feb. 5 | Read Erin Anderssen (Link on LEARN)  
               In-class writing assignment/ Summarizing |
| Feb. 10| **Due: Essay 1**  
               What is a Research Essay? Where to begin? |
| Feb. 12| **Bring an Academic Article**  
               In-class Activity |
| Feb. 17| No Class |
| Feb. 19| No Class |
Feb. 24  Due: Annotated Bibliography Essay 2
Making Your Statement and Explaining Why it Matters
In-class writing assignment

Feb. 26  Due: Outline Essay 2
Group Activity

March 3  Due: Introduction Paragraph Essay 2
Group Activity

March 5  Due: Concluding Paragraph Essay 2
Group Activity

March 10  Proof Reading and Editing
Bring Your Drafts

March 12  In-class Student Conferences/ Bring your drafts

March 17  In-class Student Conferences/ Bring your drafts

March 19  In-class Student Conferences/ Bring your drafts

March 24  Due: Essay 2
In-class assignment

March 26  Bring an Article on Math
In-class assignment/ Applying What You Learned to Your Own Field

March 31  Essay 2 Returned
In-class assignment

April 2  Due: Final and Complete Portfolio Due in Class

University Policies

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. For more information please see http://uwaterloo.ca/academicintegrity/Academic_Integrity/index.html

Please read this very clear and helpful document: “Avoiding Academic Offences: http://arts.uwaterloo.ca/arts/ugrad/academic Responsibility.html

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (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://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm
**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://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm)

**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://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm)

**Note for students with disabilities**
The Office for Persons with Disabilities (OPD), 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 OPD at the beginning of each academic term. For more information, see [http://www.studentservices.uwaterloo.ca/disabilities](http://www.studentservices.uwaterloo.ca/disabilities)