Department of English Language and Literature
Fall 2010

ENGLISH 109 (002): Introduction to Academic Writing

Instructor: Stephanie Swinamer (slswinam@uwaterloo.ca)
Class Place & Time: Hagey Hall 139, Mondays 6:00pm – 8:50pm
Office: PAS 1066
Office Hours: Mondays 3:30pm – 5:30pm, or by appointment

Course Description

This course will look at a variety of issues in academic writing, such as, idea formation, sentence construction, paraphrasing, persuasive techniques, critical reading, editing, proofreading, paragraphing, thesis statements, collecting sources/information, citation style, academic writing types. The course will be consist of lectures, reading, discussion, peer editing, group work, and various written assignments.

Course Objectives

By the end of the course, you should be able to recognize the conventions and techniques of different academic writing styles, apply appropriate rhetorical devices your writing, critically read and assess texts, develop and write well thought-out and organized arguments, while using correct grammar, sentence structure, and citation standards.

Required Texts


Assignments

1. **Reading Response 15% (3 x 5% each):**

   Three reading responses will be assigned throughout the term. These responses will be derived from readings and discussion questions in *The Broadview Reader*, you are expected reflect and connect your responses to relevant course material. Please bring your responses to class, on the assigned dates, as they will also be used to facilitate class discussion. 300-400 words each.

2. **Summary Assignment 20%:**

   **Final Summary 15%**

   Choose one text from select readings in *The Broadview Reader* and summarize it. Your summary should predominantly be a paraphrasing of the original text, with the use of the occasional direct quotation. 500-600 words, depending on the length of the selected text. Final draft due one week after peer review workshop.
Peer Review Workshop 5%
Bring a draft of your summary assignment to share with the class. You will peer review other student's summaries, providing constructive comments and feedback. This grade will be based on the quality of your comments.

3. Critical Response Paper 55%:

Outline and Annotated Bibliography 10%
Produce a formal outline of your final paper along with an annotated bibliography of the 6-7 sources that you will use to support your paper. Note: you must use a variety of academic and reputable sources (books from TRELLIS, journal articles, newspaper articles, and websites); what constitutes a reliable newspaper article and website will be covered in class.

Thesis Draft / Peer Review Workshop 10%
Develop a thesis paragraph based on your research topic, outline, and preliminary research. Bring your thesis draft to share with the class. You will peer review other student's thesis drafts, providing constructive comments and feedback. This grade will be based on the quality of your thesis draft and the quality of your peer review comments.

Final Draft 25%
From your outline, annotated bibliography, and thesis paragraph write a critical response paper (list of texts from The Broadview Reader to be provided). You are expected to critically respond to the chosen text, and support your thesis through logical and persuasive arguments. 1500-1700 words.

4. Participation /Preparedness 10%

This grade is based on your participation in class discussions, regular punctuality, completion of weekly readings, and general preparedness for class. Please always bring a copy of The Broadview Reader and The Little, Brown Compact Handbook to all classes.

* Please note that students are not allowed to use the same essay from The Broadview Reader for more than one assignment.

Course Policies

1. Class attendance is mandatory.
2. Late assignments will be penalized 5% each day, for a maximum of seven days. After seven days I will not accept papers for grading. You may submit late papers to the English Department drop box, located on the second floor of Hagey Hall or via email. Make sure that my name is on the first page for easy identification by the administrative assistants. The final critical response paper must be submitted on the due date, or it will not be accepted for marking.
3. No extensions will be granted unless there is an exceptional circumstance, such as a medical illness or family emergency, and proper documentation is given. "Busyness" is not a valid reason for an extension.
4. Use proper MLA formatting for all papers. Please double-space all written assignments and use 12-point Times New Roman font. Do not use cover sheets for assignments; rather, make sure that your name, student number, and the date are at the top left-hand corner of the first page, and please title all papers.
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<th>Date</th>
<th>Class Material</th>
<th>Assignments Due</th>
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<td>Week 1 - Sept 13</td>
<td>Intro, review syllabus, and writing process</td>
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<td>Week 2 - Sept 20</td>
<td>Summarizing, paraphrasing, citation, and proofreading</td>
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<td>Week 3 - Sept 27</td>
<td>Punctuation, sentence construction, and word choice</td>
<td>Summary Draft – Peer Review</td>
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<td>Week 4 - Oct 4</td>
<td>Critical reading and writing</td>
<td>Summary Assignment Due</td>
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<td>Week 5 – Oct 11</td>
<td>NO CLASS – THANKSGIVING HOLIDAY</td>
<td>NO CLASS – THANKSGIVING HOLIDAY</td>
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<td>Week 6 - Oct 18</td>
<td>Idea generation, planning, drafting</td>
<td>Reading Response #1</td>
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<td>Week 7 - Oct 25</td>
<td>Research: evaluating, synthesizing and integrating sources</td>
<td>Reading Response #2</td>
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<td>Week 8 - Nov 1'</td>
<td>Effective paragraphing and essay structure</td>
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<td>Week 9 - Nov 8</td>
<td>Rhetorical strategies and argumentation</td>
<td>Critical Response Outline and Annotated Bibliography</td>
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<td>Week 10 - Nov 15</td>
<td>Opening and concluding</td>
<td>Reading Response #3</td>
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<td>Week 11 - Nov 22</td>
<td>Organization and developing writing style</td>
<td>Thesis Draft – Peer Review</td>
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<td>Week 12 - Nov 29</td>
<td>Copy-editing and re-drafting</td>
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<td>Week 13 - Dec 6</td>
<td>Concluding remarks</td>
<td>Critical Response Paper Due</td>
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**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, 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

**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

**Academic Integrity website (Arts):** http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

**Academic Integrity Office (UW):** http://uwaterloo.ca/academicintegrity/

**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 the OPD at the beginning of each academic term.