Introduction to Academic Writing
ENGL 109 – Spring 2006
University of Waterloo

Course Information:
Time: Tues. 7 p.m. – 10 p.m.
Location: 150 HH
Instructor’s Office Hours:
  Tues. 5:30 to 6:30 p.m. or by appointment

Instructor:
Sheila Hannon
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Email: smehanno@artsmail.uwaterloo.ca
or sheilahannon@mobile.rogers.com
(urgent communications only)

Course Description:
English 109 explores various issues in academic writing such as style, argument, and the presentation of information. During the course, we will examine the conventions and techniques used in academic writing. English 109 will instruct students in the principles and use of correct grammar in the context of writing a university-level essay.
While there will be a lecture component, the focus will be on written work with frequent written exercises that will be completed both in class and at home.

Texts

Evaluation
First (Citation) essay 10%
Second (Research) essay 25%
Third (Analysis) Essay 20%
Test (in-class) 15%
Peer Editing (2 x 5) 10%
Activity File (2 x 5) 10%
Activity Style Revisions 10%

First (Citation) Essay Due: May 30
This will be a brief essay of 600 to 700 words on the topic of literacy. In your essay, you should respond to one or more of Gee et al’s ideas. Your paper must include some direct quotation, paraphrasing and summary. You must include a Works Cited page or Reference page.
Suggestions: Your paper should have a clear argument or point. For example, your paper could explain and elaborate on one or more of Gee et al’s ideas such as “learning organizations” or “lifelong learning.” You could challenge and object to an idea, or you could support some of Gee et al’s insights.

**Second (Research or Synthesis) Essay**  Due: July 11
This essay of about 1,200 words is the major paper in the course and will incorporate the skills that you have learned completing the first essay. This essay will allow you to explore an issue related to literacy in greater depth, using additional secondary sources beyond those provided. Your paper must adopt a position on your issue and reflect recent research in the field. Your paper should include six academic sources. At least two of your sources must come from the resources in the Coursebook. Other sources will be academic articles that you locate yourself.

**Third (Analysis) Essay**  Due: July 31
Your final assignment involves writing an analytical paper of about 1,000 words in which you support or critique some issue pertaining to advertising. Your paper must include an analysis of the language and visual design of an ad that I provide in workshop. Your paper must also include references to the reading material in Chapter 5 of the Coursebook.

*Note:* Formal essay style and MLA or APA citation format are required for all essays.

**Test**
The test will be during class time and will focus on the grammar that has been covered.

**Peer Editing**
Students bring a draft of their essay to class. During the editing class, we will break into small groups and edit another student’s paper. Your editing mark is based on the quality of your assistance to other students. Peer editing sessions are scheduled for the second and third essay assignments.

**Activity File**
The course is divided into three sections, with each set of activities culminating in an essay.
The activity file is the collection of preparatory activities as outlined in the Coursebook. These activities will be completed as scheduled on the course outline.
Some activities will be completed and handed in to the instructor during the course. When they are handed back, they should be inserted into your file.
The activities should be collected in a file folder or binder, with each activity labelled and dated. The completed file will be handed in at the end of the relevant unit of the course, along with your essay.

**Activity File – Style Revisions**  Due: July 4
Two of the writing activities will be graded for writing style. The activities will be returned to the student who can select and revise them for submission. You must submit both the original marked version and your revision.
Plagiarism

Plagiarism is the use of another person's ideas without proper credit or attribution. This is a serious academic offence that carries severe penalties. Please ensure that you are aware of the expectations and standards regarding the appropriate acknowledgment of sources. The following may help you understand what constitutes plagiarism:

According to the University's Policy 71 (Student Discipline), plagiarism is defined as "...the act of presenting the ideas, words, or other intellectual property of another as one's own. The use of other people's work must be properly acknowledged and referenced in all written material. Use of [source material] without complete and unambiguous acknowledgement is an offence under this policy."

The following note on the avoidance of academic offences has been passed by the Arts Faculty Council (April 13, 1999):

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offence, to avoid committing academic offences, and to take responsibility for their academic actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar (section 1; on the Web at http://www.adm.uwaterloo.ca/infocus/UW/policy_71.html). If you need help in learning how to avoid offences such as plagiarism, cheating, and double submission, or if you need clarification of aspects 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.

If you are in doubt about what constitutes plagiarism, please consult this UW website: Avoiding Academic Offences (http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance, http://www.adm.uwaterloo.ca/infocus/Policies/policy70.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 the OPD at the beginning of each academic term.

Course Policies

- Class discussion is an important aspect of learning in this course. Students are expected to attend all classes, to come with activities completed, and to be prepared to participate in activities in class.
- If you are absent from a class in which an activity is completed, you are responsible for completing it at home on your own. If the activity is one that can only be completed in class, your activity file should note that it was not completed.
- Please bring your Coursebook, Little, Brown Handbook, and Little, Brown Workbook to all classes.
• All papers are due at the beginning of the class. If you are asked to hand in papers to the English Department drop box, it is located near the mail room (HH 229).

• No extensions, deferrals, or make-ups will be allowed without good reason and, if possible, prior approval. If you have a valid reason (medical, legal, or compassionate), please contact me by email before the assignment is due (whenever possible) to make arrangements for an alternate due date.

• Draft essays are an integral part of the learning process. If you do not have a draft ready for class, you not only deprive yourself but also your fellow students of the opportunity of giving and receiving editing assistance. Late drafts will result in a penalty of up to 10% of the final grade of the paper.

• Instructors attempt to comment on problems found in drafts but may not see all the problems at that time, or be able to note them all. You are ultimately responsible for the quality of your final paper.

• I will attempt to respond promptly to emails but cannot guarantee that I will check daily, especially on weekends. Please see me during office hours, or arrange another convenient time, for discussions regarding your writing. If you have an urgent question that requires a brief response, please use my Blackberry address or telephone me.

• Late final papers will be penalized 2 marks per day. However, because there are often circumstances beyond our control, each student will be allowed one (1) unquestioned late paper. (Final paper, NOT draft). It is your responsibility to contact the instructor to arrange a new due date.

• If you are absent from class, it is your responsibility to find out what has been covered, to obtain any materials that have been handed out, and to determine what preparation is required for the next class. Please try to make arrangements with a fellow student to bring you up to date if you are away.

• My role is to help you succeed in this course, but most of all, my goal is to help you become a better writer of academic articles. If you have any questions, concerns or other course issues that you may wish to talk about, please contact me before or after class or during my office hours. I am also available by phone or email.
# Outline (Subject to change)

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<th>Coursebook (Complete this reading prior to class)</th>
<th>Activity (from Coursebook) (Complete in class)</th>
<th>Activity (from Coursebook) (Complete at home after class)</th>
<th>Little, Brown Workbook (Complete before class)</th>
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<td>Activity 1 and 2</td>
<td>Activity 3</td>
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<td>2. May 9</td>
<td>Schryer, Chapter 1</td>
<td>Activity 5</td>
<td>Activity 4 and 6</td>
<td>Sentences 25, 27, 29, 30</td>
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<td>3. May 16</td>
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<td>Activity 7</td>
<td>Activity 8 Write Draft Essay</td>
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<td>Thesis Draft Review</td>
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<td>Citation paper due Activity 1</td>
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<td>Activity 2</td>
<td>Activity 3 Activity 4</td>
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<td>7. June 13</td>
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<td>Activity 3 Activity 4</td>
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<td>8. June 20</td>
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<td>9. June 27</td>
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<td>Research Essay Draft due Activity 9 Editing Workshop</td>
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<td>10. July 4</td>
<td>Schryer, Chapter 5</td>
<td>Consultations with Instructor</td>
<td>Activity 1 Activity 2 Activity Style Revisions Due</td>
<td>Effective Sentences 7, 8, 12, 13, 14, 21, 23</td>
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<td>12. July 18</td>
<td>Schryer, Chapter 5</td>
<td>Activity 4 Activity 5</td>
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<td>Grammar Test In Class</td>
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End of Classes !!

July 31 – Final Advertising Analysis Paper Due