English 109  
Introduction to Academic Writing  
Department of English  
University of Waterloo  
Spring 2000

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Course Description:  
This course aims to develop both your reading and writing skills while it introduces you to the standard conventions of the academic discourse community. We will engage in close reading of various pieces of writing throughout the term both to practice critical reading strategies and to discern the issues emerging in various academic disciplines. Writing will be required on a regular basis. The main in-class activities will consist of lectures, workshops, and discussions and students will be involved in both individual and group work.

Texts:  


Assignments:  
Analysis essay (15%)  
Synthesis essay (15%)  
Research paper (30%)  
Tests (15%)  
Reading Journal (15%)  
Participation and Editing (10%)

Assignment Descriptions:  
1. Analysis Essay (15%)  
In this brief essay (800 words) you will develop and support a thesis that expresses your analysis of an advertisement. In this essay you must also use references (quotation or paraphrase) to support your analytical statements about it. The draft for this essay (2 copies) is due in your workshop in Week 6. A revised final copy is due in your workshop in Week 7.

2. Synthesis Essay (15%)  
In this essay (1000 words), you will develop a position on one issue raised in Ackley chapters 14, 19, 21, or 23. This essay must have a thesis and an effective use of
quotation, paraphrase, and summary and must incorporate positions from at least two readings in Ackley. The draft for this essay is due in your workshop in Week 8. The final copy of this essay is due in your workshop in Week 10.

3. Research Paper (30%)
In this research paper of 1,500 words, you will develop a thesis (for an essay) or a statement of purpose (for a report) that relates to one of the issues raised in Ackley. This paper must include research from at least six sources. At least one source must come from Ackley. At least two other sources must be derived from academic journals.

This project is due in the following stages:
a) in Week 9 a six item (minimum) bibliography in correct format and proof that you have located two academic articles are due in your workshop
b) in Week 10 prepare a short oral presentation (3-5 minutes) on your research findings.
c) in week 11 bring 2 copies of your thesis or purpose statement as well as your sentence outline to a consultation meeting with your workshop leader
d) in Week 12 bring a complete draft of your essay or report to your workshop
e) hand in your final copy by Friday, July 28

4. Reading Journal (15%)
The reading journal is intended as a place where students can record their summaries of and reactions to the readings included in the course and as a place where they can prepare their ideas for their papers. Students will be required to write one or two short entries a week for a total of 500 words per week. Journal entries will sometimes be circulated in class, and some entries will be written in class. Students should bring their journals to all classes. The journals will be collected weekly and will be graded for completion only.

5. Tests (15%)
There will be 3 tests during the term.

6. Participation and Editing (10%)
This grade will be derived from both your participation in class activities and the quality of your work in assisting other students in improving their papers.

Course Policies:
1. Plagiarism'
Plagiarism or copying others' style or ideas and claiming them as your own is a serious academic offense. Any incident of plagiarism will automatically cause a paper to fail, could cause you to fail the course, and will be reported to the Dean's office.

2. Attendance
Attendance at the workshops is particularly important. Much of the actual work of the course, including the Reading Journal, will be conducted in the workshops. Part of your participation mark will derive from attendance.
3. 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, however, students do have legitimate reasons for late assignments. Attached to this course outline is a coupon that students can use once to justify a late final paper. Please note that all late drafts will be penalized.

4. Drafts
Current research in writing suggests that preparing and revising drafts promotes effective writing. Consequently, drafts are integral to this course. We urge you to prepare good first drafts so that we can really help you with your academic writing skills. All students should know, however, that they alone are responsible for their writing. If the instructor misses commenting on some problem in a draft (and we can never see everything), the writer is still responsible for that problem.

5. Format
All drafts and final papers must be typed or word processed, double-spaced and with one to one-and-a-half inch margins.

6. Consultation
We urge you to come and see us during our office hours if you wish assistance with your writing.

Course Schedule

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<tr>
<th>Week 1 (May 4)</th>
<th>Introduction to Academic Writing</th>
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<tr>
<td>Week 2 (May 11)</td>
<td>Prepare: Ackley, Ch 1, 2, 4, 5</td>
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<td></td>
<td>Harris, pp 240-255</td>
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<td>Reserve Reading</td>
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<td>Week 3 (May 18)</td>
<td>Prepare: Ackley, Ch 9</td>
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<td>Harris, pp 1-12</td>
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<td>Due: Test 1</td>
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<td>Week 4 (May 25)</td>
<td>READING WEEK (class cancelled)</td>
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<td>Week 5 (June 1)</td>
<td>Prepare: Ackley, Ch 9</td>
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<td>Harris, pp 316-326 and 25-52</td>
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<td>Week 6 (June 8)</td>
<td>Prepare: Ackley, Ch 14 or 21</td>
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<td>Harris, pp 61-66</td>
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<td>Due: Draft of Analysis Essay</td>
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<td>Week 7 (June 15)</td>
<td>Prepare: Ackley, Ch 19 or 23</td>
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<td>Harris, pp 13-20</td>
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<td>Due: Analysis Essay</td>
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Week 8 (June 22)  Prepare:  Ackley, Ch 3  
Harris, pp 229-242  
Due:  Draft of Synthesis Essay  
Test 2

Week 9 (June 29)  Prepare:  Harris, pp 53-61  
Due:  Research Bibliography and copies of title pages from two academic articles

Week 10 (July 6)  Prepare:  Harris pp133-84  
Due:  Synthesis Essay

Week 11 (July 13)  Consultation Week  
Due:  Thesis and outline of your research essay or report

Week 12 (July 20)  Due:  Draft of Research Paper  
Test 3  
Due:  Research Paper by Friday, July 28

This coupon entitles you to hand in ONE late draft or assignment.

Name:

New due date:

\* 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 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 of Policy #71 (Student Academic Discipline) which is supplied in the Academic Calendar (p.1:11). If you need help in learning how to avoid offenses such as plagiarism, cheating and double submissions, 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.