ENGL 109

Introduction to Academic Writing
T 6:00-8:50pm
ML 315
Professor Rebecca Tierney-Hynes
Phone: (519) 888-4567 x 35667
Email: rtierney@uwaterloo.ca
Office: HH 254
Office hours: M 1:00-2:00pm, T 4:00-5:00pm
Course website: http://arts.uwaterloo.ca/~rtierney

Course Description:

This introductory course is designed to develop basic skills in academic writing. The course will cover the processes of expository and argumentative writing, as well as the fundamentals of grammar and academic style. Through reflective writing, workshops, and discussion, we will explore three genres of professional writing. The course is designed to allow you to carry these skills over to any academic course of study.

Course Objectives:

This course will strengthen your ability to:
- recognize and organize evidence for an argument
- develop a strong, coherent thesis from that evidence
- argue that thesis with convincing, documented evidence in clear, elegant, scholarly prose.

Course Texts:

- The Norton Field Guide to Writing, with Readings and Handbook
- Photocopies (provided in class)
- Course website: http://arts.uwaterloo.ca/~rtierney

The Norton Field Guide is available at the UW Bookstore (SCH).
The website is required reading. You are responsible for all information posted on the course website.

Method of Evaluation:

Quizzes: 8 of 10: 2% each for 16%
Short in-class responses: 1% each for 9%
Article (1000 words): 15% (first full draft due May 31)
Essay #1 (1000 words): 20% (first full draft due June 21)
Essay #2 (1500 words): 30% (first full draft due July 12)
Participation: 10%
Portfolio: includes short responses and final drafts of your article, essay #1 and essay #2 (due July 19)
Essay #2 final draft (due July 22)

Quizzes (2% each for a total of 16%) – each week
- A short quiz on the basics of grammar and style will be administered at the beginning of each class.
- There are 10 quizzes in total.
- There are no make-up quizzes.
- The two lowest marks on the quizzes will be dropped from your final mark.

Short in-class responses (1% each for a total of 9%) – each week
- I will give a writing prompt in each class.
- Your response to the prompt should reflect your reading for the class.
- No other preparation is necessary.
- Your responses will be assessed on the basis of thoughtfulness and engagement with the readings.
- It is possible to write a response and still earn a zero. Your response must reveal your engagement with the readings for the class in order to earn points.
- You may improve your responses for your final portfolio submission. If you miss a response, you may get the prompt from a classmate and submit your response with your final portfolio. If you earn a zero on a response, you may submit a revised version with your final portfolio.
- Responses are open-book, but time-limited.
- You must bring, to each class, loose-leaf paper and a pen or pencil.

Article (1000 words): 15% (first full draft due May 31; final draft due July 19)

Essay #1 (1000 words): 20% (first full draft due June 21; final draft due July 19)

Essay #2 (1500 words): 30% (first full draft due July 12; final draft due July 22)
- All essays must be typed, double-spaced, have 1 ¼ inch margins, use 12pt Times New Roman font, include citations in MLA format, and meet the minimum word counts outlined above.
- You are welcome and encouraged to come and speak to me about your paper topics in advance. In addition to my office hours, I am always available by appointment. You can make an appointment by phone, email, or in person after class. While I do my best to see students at times that are convenient for them, I cannot always make time at the last minute for appointments. If you want to be guaranteed a meeting outside my office hours, you must contact me at least one week in advance. Otherwise, I will do my utmost to fit you in, but I cannot guarantee you an appointment.
- Late papers will be penalized at the rate of 2% per working day.
- Late essays should be submitted to the English Department office. The essays must be put in the department drop-box (HH 2016E, beside HH 228). Essays will
be stamped by department staff. If your essay is lost because you did not ensure that either the drop-box or a department staff member received it, you will be held responsible for that loss.

- Please keep a copy of your work. In the case of a lost essay, I will require another copy.
- Emailed or other electronic submissions will not be accepted.
- A doctor’s note or a note from your registrar is required to avoid a late penalty. The note must document a serious illness or other serious crisis during the period immediately before and on the due date of the essay.

Participation (10%)

- Active, informed participation is essential to your individual success in this course, as well as to the success of the course as a whole.
- Marks are not given for attendance. Your participation mark will be assessed on the basis of consistent, active, and respectful participation in class.

**Portfolio (final portfolio except essay #2 due July 19)**

- Your portfolio includes your 9 short responses and the final drafts of your article and your first essay.
- Your first submitted drafts will be returned to you with a temporary letter grade and comments designed to help you revise your work. These marks may be revised after your portfolio submission.
- Your portfolio contains your revised work. The marks for these final drafts will be counted toward your final mark in the course.

**Essay #2 (final draft due July 22)**

- The final version of your second essay is due after the rest of your portfolio in order to help you focus on your revisions.

**Course Policies:**

**Appointments:**

- You are welcome and encouraged to come and speak to me about the course material, difficulties with the course, tests and papers, plans for the future, or any other academic topic. In addition to my office hours, I am available by appointment. You can make an appointment in person, by phone, or by email.

**Late Penalties:**

- Late papers will be penalized at the rate of 2% per working day.
- Late essays should be submitted to the English Department office. The essays must be put in the department drop-box. Essays will be stamped by department staff. If your essay is lost because you did not ensure that either the drop-box or a department staff member received it, you will be held responsible for that loss.
- Please keep a copy of your work. In the case of a lost essay, I will require another copy.
- Emailed or other electronic submissions will not be accepted.
- A doctor’s note is required to avoid a late penalty. The note must document a serious illness during the period immediately before and on the due date of the essay.

Participation:
- Marks cannot be given for attendance alone.
- A small component of your participation mark is for attentive and respectful listening, but you will not do well on participation if you do not speak in class.
- I am available to discuss strategies for effective participation, ways to overcome shyness, and topics you wish to raise in class.

About email:
- Questions that require lengthy or complex responses cannot always be taken up over email. I may respond to emails that require exceptionally long responses by asking you to come to my office hours or to make an appointment.
- Email is not a substitute for in-person appointments, email participation is not a substitute for in-class participation, and questions that have been canvassed in the lectures or tutorials may not be addressed over email. If you miss a lecture or tutorial, you are responsible for getting notes from a classmate.
- Do not expect instant responses to emails. 24 hours is the minimum amount of time you need to wait before sending the same query again.
- Remember that hotmail and yahoo are much less reliable than a uwaterloo account. If you use one of these servers, be aware that a lack of response may indicate that the response bounced.
- Marks will not be given out on email.

Academic Offences:

The Faculty of Arts requires that I draw your attention to the following:

**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:
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 (University):**
http://uwaterloo.ca/academicintegrity/

**Relevant Sections of Policy #71:**
Academic offences shall include, **but shall not be limited to**, the following:

- **Cheating** on examinations, assignments, work term reports, or any other work used to judge student performance. Cheating includes copying from another student's work or allowing another student to copy from one's own work, submitting another person's work as one's own, fabrication of data, consultation with any unauthorized person during an examination or test, and use of unauthorized aids.

- **Plagiarism**, which is 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 such as take-home examinations, essays, laboratory reports, work-term reports, design projects, statistical data, computer programs and research results. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without complete and unambiguous acknowledgement, however, is an offence under this policy.

- **Obtaining by improper means** examination papers, tests, or similar materials, or using or distributing such materials to others.

  Submitting an essay, report, or assignment when a major portion has been **previously submitted** or is being submitted for another course without the express permission of all instructors involved.

**Writing and Learning Resources on Campus:**

- Professor Acheson’s Research Skills Page: http://www.arts.uwaterloo.ca/~rses/RSEShome.html
• ELPP’s Writing Centre: (519) 888-4567 x 32837  
  http://elpp.uwaterloo.ca/writingcentre.html
• Services for students with disabilities: The Office for Persons with Disabilities (OPD), Needles Hall, Rm 1132, (519) 888-4567 x 35082  
  (http://www.studentservices.uwaterloo.ca/disabilities/)

**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.

• see the course website for a more extensive list of writing resources
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# [#] = chapter # [page #] in Norton Field Guide

SECTION 1: JOURNALISTIC WRITING

Week 1: Introduction
May 3

Week 2: Choosing a Topic
May 10
- Study: S-1 – S-3 [HB 4-11]
- Read for prompt and discussion: 56 [653-57]
- Read to write: 1-3 [3-11]; 8 [73-76]; 23 [219-25]; 35-36 [314-32]

What must I bring? Nothing! (Yet.)

Week 3: Organizing Research; Drafting an Outline
May 17
- Study: S-4 [HB 11-20]
- Read for prompt and discussion: 8 [59-67]
- Read to write: 8 [76-82]; 42-44 [379-40]; Your research [at least 3 reputable resources]

What must I bring? Your brainstorming notes; your independent research

May 20: Drop deadline – no penalty

Week 4: Drafting and Editing
May 24
- Study: S-5 – S-6 [HB 20-28]
- Read to write: 29-31 [261-82]; 46-47 [408-24]; 26-27 [235-46]

What must I bring? The complete first draft of your article for peer editing
SECTION 2: LITERARY ANALYSIS

Week 5: Narrative
May 31
- Study: S-7 – S-9 [HB 28-34]
- Read for prompt and discussion: 59 [787-96]
- Read to write: 14 [147-52]; 59 [781-86]

What must I bring? The complete first draft of your article for submission; your short response from May 24th

Week 6: Comparing and Contrasting
June 7
- Study: W-1 – W-2 [HB 36-41], W-7 [HB 53-55]
- Read for prompt and discussion: 34 [306-13]; O’Connor, “Everything that Rises Must Converge” [photocopy]; 57 [677-83]

What must I bring? Nothing!

Week 7: Poetry and Form
June 14
- Study: W-3 – W-4 [HB 41-48]
- Read for prompt and discussion: Shakespeare, sonnet #129 “Th’expense of spirit...”; #116 “Let me not to the marriage...” [photocopy]; Keats, “If by dull rhymes...” [photocopy]; Cope, “from Strugnell’s Sonnets” (i-vii) [photocopy]

What must I bring? Your preliminary work on Faulkner and O’Connor

SECTION 3: WRITING A RESEARCH PAPER

Week 8: Beginning a Research Paper
June 21
- Study: W-5 – W-6 [HB 48-52]
- Read for prompt and discussion: 57 [697-717]
- Read to write: 9 [83-110]; 32 [283-99]

What must I bring? Your first draft of essay #1 for submission

Week 9: Drafting a Research Paper
June 28
- Study: P-1 – P-3 [HB 57-66]
- Read for prompt and discussion: Your research [at least 3 reputable resources]
- Read to write: 11 [116-24]

What must I bring? Your independent research; Your preliminary annotated bibliography

Week 10: Drafting a Research Paper
July 5
- **Study:** P-4 – P-5 [HB 66-74]
- **Read for prompt and discussion:** Your research [at least 3 different reputable resources]

**What must I bring?** Your outline and introduction; your complete annotated bibliography

**July 8:** Drop deadline – penalty 1 – receive a WD

**Week 11: Revise, Revise, Revise**
July 12
- **Study:** P-6 – P-9 [HB 74-84]

**What must I bring?** Your first draft of essay #2 for submission; your preliminary portfolio

**Week 12**
July 19
- **Overview**

**What must I bring?** Your complete portfolio for submission *except* essay #2

**NB: this is the last class: July 26th is a Friday schedule**

July 22
- **No class:** Final draft of essay #2 is due