Department of English Language and Literature
Spring 2012

ENGLISH 109 (001): Introduction to Academic Writing

Instructor: Stephanie Swinamer (slswinam@uwaterloo.ca)
Class Place & Time: Hagey Hall 227, Tuesdays 4:00pm – 6:50pm
Office: PAS 1066
Office Hours: Tuesdays 7:00pm, 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. Classes will 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

1. Rosengarten, Herbert and Jane Flick, eds. The Broadview Reader 3rd ed.

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 to 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%
Choose one text in The Broadview Reader (list of texts to be provided) and summarize it. Your summary should predominantly be a paraphrasing of the original text, with the occasional direct quotation. 500-600 words.

Summary Draft and Peer Review Workshop 5%
Bring a complete 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 completeness of your draft and the quality of your peer review comments.

Final Summary 15%
Based on your peer review comments and personal revisions, produce a final draft of your summary.
3. **Critical Response Paper 55%**
   The purpose of the critical response paper is to formulate an argument and respond to one text from *The Broadview Reader* (list of texts to be provided) using 5-7 external academic sources. In your paper you need to support your thesis through the development of a strong, logical, and persuasive argument. 1500-1700 words.

   *Outline and Annotated Bibliography 10%*
   Produce a formal outline of your critical response 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, journal articles, newspaper articles, and websites); what constitutes a reliable newspaper article and website will be covered in class.

   *Critical Response Paper Draft / Peer Review Workshop 15%*
   Develop a complete draft (1500-1700 words) of your critical response paper based on your outline and research. Bring your draft to share with the class. You will peer review other student's drafts, providing constructive comments and feedback. This grade will be based on the quality and completeness of your draft (7.5%) and the quality of your peer review comments (7.5%).

   *Final Draft 30%*
   Based on your peer review comments and your personal revisions, produce a final draft of your critical response paper. 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 you 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 via email or on Learn. 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 (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.
### Class Schedule & Assignments

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<tr>
<th>Date</th>
<th>Class Material</th>
<th>Assignments Due</th>
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<tr>
<td>Week 1 – May 1</td>
<td>Intro, review syllabus, and writing process</td>
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<tr>
<td>Week 2 – May 8</td>
<td>Summarizing, paraphrasing, citation, and proofreading</td>
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<tr>
<td>Week 3 – May 15</td>
<td>Punctuation, sentence construction, and word choice</td>
<td>Summary Draft – Peer Review</td>
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<tr>
<td>Week 4 – May 22</td>
<td>Critical reading and writing</td>
<td>Summary Assignment Due</td>
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<tr>
<td>Week 5 – May 29</td>
<td><strong>No Class due to University Congress</strong></td>
<td>Online discussion participation required - in lieu of class</td>
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<tr>
<td>Week 6 – June 5</td>
<td>Idea generation, planning, drafting</td>
<td>Reading Response #1</td>
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<td>Week 7 – June 12</td>
<td>PRIMO &amp; Evaluating, synthesizing &amp; integrating sources</td>
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<tr>
<td>Week 8 – June 19</td>
<td>Effective paragraphing and essay structure</td>
<td>Reading Response #2</td>
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<td>Week 9 – June 26</td>
<td>Rhetorical strategies and argumentation</td>
<td>Critical Response Outline and Annotated Bibliography</td>
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<tr>
<td>Week 10 – July 3</td>
<td>Opening and concluding</td>
<td>Reading Response #3</td>
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<td>Week 11 – July 10</td>
<td>Organization and developing writing style</td>
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<td>Week 12 – July 17</td>
<td>Copy-editing and re-drafting</td>
<td>Critical Response Draft Due &amp; Peer Review Workshop</td>
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<td>Week 13 – July 24</td>
<td>Concluding remarks</td>
<td>Critical Response Paper Due</td>
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Academic Integrity and Notices:

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](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)

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

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