English 109, Winter 1993
An Introduction to Academic Writing

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Overview

English 109 is designed as an introduction to the writing and reading of academic prose. Over the duration of the course, you will study and analyze several pieces of academic writing, and you will produce small written assignments as well as three larger formal assignments.

The weekly one-hour lecture will focus on techniques and strategies for producing your assignments, while in the two-hour tutorial you will analyze pieces from your texts and work on short writing assignments. Tutorials will also concentrate on writing basics as needed.

Texts


Other handouts, as assigned during the lectures and tutorials: these will consist primarily of academic writings that will undergo analysis during the tutorials.

Assignments

1. Value: 20% of course
   Due: At the beginning of your tutorial in week 5.

   An 8-page (2000-word) set of summaries of all the pieces from one section of Part 4 of The Informed Argument, plus a conclusion that draws the various arguments together. The section you choose will be section on which you will base Assignment #2.

2. Value: 30% of course
   Due: At the beginning of your tutorial in week 9.

   A formal research essay, approximately 10 pages in length (2500 words) on one of the sections in Part 4 of The Informed Argument. A detailed description of this assignment will be distributed in the Week 3 lecture period.
3. **Value:** 30% of course  
   **Due:** At noon on Friday, April 2.

An 8-page (2000 word) discussion of the formats, arguments, techniques, and information types and styles used by authors in your chosen academic field as a means of creating, disseminating, and validating knowledge in that field. Discussions during your tutorials will prepare you for the writing of this assignment, but it will require substantial outside reading of books and journals within the discipline. A detailed description will be distributed in the Week 5 lecture period.

4. **Value:** 20% of course  
   **Due:** As required by your tutorial instructor

Each tutorial instructor will require short writing assignments based on the needs of her/his tutorial group. These assignments will make up 20% of your total grade. All will be assigned during the tutorial session, and you will have two weeks to complete them. The only exception to these rules is the first assignment, due at the beginning of your tutorial in Week 2. The 2-page (500 word) assignment is to write a brief description and rationale for each of the courses you are taking this semester, as well as an explanation of how these courses fit your planned program of study.

**Assignment Presentation**

Assignments must be printed or typed, and hand-written assignments are unacceptable. Sloppily presented assignments will be penalized.

Errors in spelling, grammar, diction, and other aspects of language use will also be penalized. Your tutorial instructor will attempt to identify specific problems you might be having; if there are any you know of yourself, seek her/him out for help.

**Assignment Revision**

The submitted assignment is the final version. All revision is to take place before the due date. Your tutorial instructor will let you know when she/he is available for revision assistance. Be sure to allot time before preparing the final draft of your assignment for scheduling such assistance.

**Late Assignments**

You will be penalized one full grade for every 24-hour period, or portion thereof, that the assignment is late. The first grade is lost as soon as the due time passes. There will be no exceptions, except in the case of valid medical certification.

**Schedule**
Wk#  Lecture Topics, Readings, Assignments

1. Topic: Introduction: The Purpose of Academic Writing  
   Readings: none  
   Due: Purchase textbooks for first tutorial.

2. Topic: Summarizing I  
   Readings: Giltrow Chpt. 1; Miller 53-65  
   Due: Tutorial assignment #1

3. Topic: Summarizing II  
   Readings: Giltrow Chpt. 2; Miller Part 3

4. Topic: Research I: Finding Sources; Definition and Clarification  
   Readings: Giltrow Chpt. 6

5. Topic: Research II: Using and Documenting Sources; Qualification  
   Readings: Giltrow Chpt. 5; Miller 67-83  
   Due: Assignment #1

6. Topic: The Essay I: Constructing the Argument  
   Readings: Miller Part 1; Giltrow Chpt. 3

7. Reading week - no classes

8. Topic: The Essay II: Substantiating Statements and Claims  
   Readings: Giltrow Chpt. 8

9. Topic: Reading for Strategies I  
   Readings: Miller Section 4  
   Due: Assignment #2

10. Topic: Reading for Strategies II  
    Readings: Miller Section 6

11. Topic: Reading for Strategies III; The Computer and Writing I  
    Readings: Miller Section 5

12. Topic: The Computer and Writing II  
    Readings: none

13. Topic: No classes; all instructors will hold additional office hours during class times  
    Readings: none  
    Due: Assignment #3