INTRODUCTION TO WRITTEN ENGLISH
ENGL 129R
WINTER 2010

Course Meeting Times: Renison University College 2107 on Tuesday and Thursday mornings from 8:30 to 9:50, and Renison 2107 on Fridays from 8:30 to 10:50

Instructor: Pat Skinner
E-mail: pskinner@artsmail.uwaterloo.ca
Phone: 519-884-4404 x 28664
Office Hours: in Renison 0207 on Tuesdays from 10:00 to 11:00, Thursdays from 1:00 to 2:00, or by appointment

Required Texts:

Supplementary resources will be made available on UW-ACE. It is also recommended, but not required, that every student purchase a monolingual, paper-based dictionary. (The use of electronic "translation" dictionaries is not permitted.) Some good choices include any of the paperback English dictionaries printed by Collins, Oxford, Merriam-Webster, or Longman.

Course Description:
This writing course is for students whose first language is not English. By the end of this course, successful students will be able to
- write conventional patterns of essay organization
- use appropriate grammar structures to accomplish specific functions, such as introducing opposition, comparing and contrasting, and persuading
- paraphrase, summarize, and document sources to avoid plagiarism
- use academic vocabulary in context in writing
- recognize academic genres of writing
- use efficient reading strategies

Marking Scheme:
Sentence exercises 5%
Four multi-draft writing assignments 40%
Two Summaries 10%
Two grammar and editing tests 20%
Final exam 25%
**Evaluation Policy:**
You are expected to complete all assignments and the final exam. You will receive a numerical grade on your transcript.

**Assignment Details:**

**Sentence Exercises**
Each week you will complete a sentence exercise that requires you to write sentences using the grammar points and vocabulary learned in the previous classes. These exercises will be collected and marked to provide you with extra feedback during the term. (5%)  

**Written Assignments**
You will write four essays. You will write these assignments in class on Fridays, during the “workshop sessions” of the course. You will write a first draft, receive feedback, and write a revised draft for each assignment. The final grade for each assignment will be an average of the first and revised drafts. (The first draft is worth 50% of the assignment, and the second draft is worth 50% of the assignment.) You will not receive a mark if you do not submit your revised draft. Assignments #3 and #4 require a summary of a reading. These summaries, which will be written at home, are worth 5% each and must be submitted three days before the Friday writing session. These writing assignments are worth 50% of your final mark. (2 x 10% each + 2 x 15% each)

**Grammar and Editing Tests**
You will write two of these tests during the term. They will be based on the grammar points you have learned in class. These tests are worth 20% of your final grade. (10% each)

**Final Exam**
The final exam will be a written essay, based on a short reading. This exam is worth 25% of your final grade.

**Penalties for Missed Assignments**
You will write four essays. You **MUST** write these assignments **IN CLASS** during the allotted time. Official documentation is required if you miss an in-class assignment or test. If you write only the first draft, you will receive 0/10 on the assignment.
### Assignment Schedule:

<table>
<thead>
<tr>
<th>The week of:</th>
<th>Tuesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18th</td>
<td>Introduction</td>
<td></td>
<td>Diagnostic Writing Sample</td>
</tr>
<tr>
<td>January 25th</td>
<td></td>
<td></td>
<td>First draft of multi-draft 1</td>
</tr>
<tr>
<td>February 1st</td>
<td></td>
<td></td>
<td>Second draft of multi-draft 1</td>
</tr>
<tr>
<td>February 15th</td>
<td>Reading Week</td>
<td>No Class</td>
<td>No Class</td>
</tr>
<tr>
<td>February 22nd</td>
<td></td>
<td></td>
<td>First draft of multi-draft 2</td>
</tr>
<tr>
<td>March 1st</td>
<td></td>
<td>Grammar and Editing Test 1</td>
<td>Second draft of multi-draft 2</td>
</tr>
<tr>
<td>March 8th</td>
<td>Summary 1 Due</td>
<td></td>
<td>First draft of multi-draft 3</td>
</tr>
<tr>
<td>March 15th</td>
<td></td>
<td></td>
<td>Second draft of multi-draft 3</td>
</tr>
<tr>
<td>March 22nd</td>
<td>Summary 2 Due</td>
<td></td>
<td>First draft of multi-draft 4</td>
</tr>
<tr>
<td>March 29th</td>
<td></td>
<td>Grammar and Editing Test 2</td>
<td>Good Friday (No Class)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Monday, April 5th</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second draft of multi-draft 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important notes**

The university requires that a make-up class for the Good Friday holiday be held on Monday, April 5th. This make-up class will be held in Renison 2107. It will begin at 8:30 and end at 10:50 that morning. The second draft of the last assignment will be written on this day. Attendance is mandatory.

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check www.uwaterloo.ca/academicintegrity/ for more information.]

**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, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity [check www.uwaterloo.ca/academicintegrity/] to avoid committing an academic offence, 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check Guidelines for the Assessment of Penalties, www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.

Appeals: A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.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.

Final Examination Policy

For Winter Term 2010, the established examination period is April 9 – 23, 2010. The schedule will be available in February. Students should be aware that student travel plans are not acceptable grounds for granting an alternative final examination time (see http://www.registrar.uwaterloo.ca/exams/finalexams.html).

Posting of Final Grades at Renison University College
It is Renison University College policy NOT to post grades at any time or report grades via phone or email.