Course Schedule

**IMPORTANT:** ALL TIMES EASTERN - Please see the University Policies section of your Syllabus for details.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Readings and Other Assigned Material</th>
<th>Activities and Assignments</th>
<th>Begin Date</th>
<th>End / Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Module 01: Preliminaries</td>
<td>Textbook: pp. 254-263.</td>
<td>Introduce Yourself</td>
<td></td>
<td>Friday, January 11, 2013 at 3:00PM</td>
<td>Ungraded</td>
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<td></td>
<td></td>
<td></td>
<td>Assignment 0: Diagnostic Exercise</td>
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<tr>
<td>Week 2</td>
<td>Module 02: Definitions</td>
<td>Textbook: pp. 30-37; 53-60; 42-45; 2-15; 78-80; 272-276; 283.</td>
<td>Sentence Exercise #1</td>
<td></td>
<td>Friday, January 18, 2013 at 3:00PM</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Error Record Sheet: Assignment 0</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Assignment 1: Definition Writing</td>
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<tr>
<td>Week 3</td>
<td></td>
<td>eReserves: “Hidden Treasures in Junk DNA” from Scientific American</td>
<td></td>
<td></td>
<td>Friday, January 25, 2013 at 3:00PM</td>
<td>5%</td>
</tr>
<tr>
<td>Week 4</td>
<td>Module 03: Compare/Contrast</td>
<td>Textbook: pp. 40-41; 38-39; 291-297.</td>
<td>Sentence Exercise 2</td>
<td></td>
<td>Friday, February 1, 2013 at 3:00PM</td>
<td>2%</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Error Record Sheet: Assignment 1</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Assignment 2: Compare/contrast Writing</td>
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<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday, February 8, 2013 at 3:00PM</td>
<td>5%</td>
</tr>
<tr>
<td>Week 6</td>
<td>Module 04: Review</td>
<td>No readings this week.</td>
<td>Grammar Quiz</td>
<td>Wednesday, February 13, 2013 at 3:00PM</td>
<td>Thursday, February 14, 2013 at 3:00PM</td>
<td>5%</td>
</tr>
</tbody>
</table>

**READING WEEK** (Sunday, February 17, 2013 to Saturday, February 23, 2013)

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<table>
<thead>
<tr>
<th>Week 7</th>
<th>Module 05: Summaries</th>
<th>Textbook: pp: 348 to 350; 120-124; 3-4; 170-173.</th>
<th>Sentence Exercise 3</th>
<th>Friday, March 1, 2013 at 3:00PM</th>
<th>2%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8</td>
<td>eReserves: “A Silicon Valley School That Doesn’t Compute” from <em>The New York Times</em>.</td>
<td>Error Record Sheet: Assignment 2</td>
<td>Assignment 3: Summary Writing</td>
<td>Friday, March 8, 2013 at 3:00PM</td>
<td>10%</td>
</tr>
<tr>
<td>Week 9</td>
<td>Module 06: Critical Summaries</td>
<td>Textbook: pp: 106-107; 109-119.</td>
<td>Sentence Exercise 4</td>
<td>Friday, March 15, 2013 at 3:00PM</td>
<td>2%</td>
</tr>
<tr>
<td>Week 10</td>
<td>eReserves: “A Silicon Valley School That Doesn’t Compute” from <em>The New York Times</em></td>
<td>Error Record Sheet: Assignment 3</td>
<td>Assignment 4: Critical Summary Writing</td>
<td>Friday, March 22, 2013 at 3:00PM</td>
<td>10%</td>
</tr>
<tr>
<td>Week 11</td>
<td>Module 07: Arguments</td>
<td>Textbook: pp: 95-100; 307-310;</td>
<td>Sentence Exercise 5</td>
<td>Thursday, March 28, 2013 at 3:00PM</td>
<td>2%</td>
</tr>
<tr>
<td>Week 12</td>
<td>eReserves: “The Uses and Abuses of University” from <em>The Walrus</em>.</td>
<td>Error Record Sheet: Assignment 4</td>
<td>Assignment 5: Argument Writing</td>
<td>Friday, April 5, 2013 at 3:00PM</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td>Error Record Sheet: Assignment 5</td>
<td>Assignment 6: Written Reflection</td>
<td>Monday, April 8, 2013 at 3:00PM</td>
<td>5%</td>
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<tr>
<td>Final Exam</td>
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<td>40%</td>
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</table>

**Final Examination Arrangement and Schedule**

All students taking online courses that have a final exam must provide examination arrangement information by Friday, January 25, 2012 at 11:55 PM.

Examination schedule details will be available on Quest approximately four weeks prior to the exam date. For instructions on how to find exam information, go to the Quest Help page.

**Official Grades and Course Access**
Communication

Email/Discussions/Phone

Administrative questions or technical problems with Waterloo LEARN should be directed to the Centre for Extended Learning office at extendedlearning@uwaterloo.ca.

Questions relating to academic issues (e.g., course content, deadlines, etc.) should be posted on the “Ask the Instructor” discussion topic. This allows other students to benefit from your question as well. Discussion topics can be accessed by clicking the Discussions link on the course navigation bar above. Questions of a personal nature can be directed to your instructor, Pat Skinner, at pskinner@uwaterloo.ca.

Your instructor checks email and the “Ask the Instructor” discussion topic frequently and will make every effort to reply to your questions within 24-48 hours, Monday to Friday. Your instructor can also be reached by phone at 1-519-888-4567 ext. 28664 during office hours (2:00-4:00 PM, Mondays and Wednesday). Appointments can also be made outside of office hours when your professor is available.

A “General Discussion” topic has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic but will not participate in the discussions.

News

Your instructor uses the News section of the Course Home page to make announcements during the term to communicate new or changing information regarding due dates, instructor absence, etc. as needed.

To ensure you are viewing the complete list of news items, you may need to click Show All.

Course Description and Objectives

Description

In this course, you will learn to write effectively in an academic environment. The course provides instruction
in grammatical accuracy, written fluency, and conventional essay patterns. This writing course is for students whose first language is not English. It is not open to students with native-like, near-native or similar advanced ability.

Objectives

By the end of this course, successful students will be able to

- recognize and write conventional patterns of essay organization such as definition, compare-contrast and argument
- use appropriate grammar structures to achieve accuracy in writing
- draft and edit to achieve fluency in writing
- paraphrase, summarize, and document sources to avoid plagiarism
- use academic vocabulary in context
- use efficient reading strategies to support academic writing.

This online course was developed in the Fall term of 2012 by Pat Skinner, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.

About the Course Author

Course Author — Pat Skinner

(Last updated December 12, 2012)

Since 2003, Pat Skinner has been teaching undergraduate ESL writing and grammar classes, as well as ESL speaking and listening classes, at Renison University College. She completed her Teaching English as a Second Language (TESL) certification at Conestoga College, and her BA and MA in English Literature at the University of Waterloo. Pat is also certified to train international and Canadian teachers of English as a Second Language (ESL).

Philosophy of Teaching
Pat Skinner's philosophy of teaching is a kind of Canada Food Guide for Healthy Language Teaching: “variety, moderation, authenticity and pleasure” are important factors in the teaching and learning of another language. We work hard; therefore, we deserve a little fun along the way!

Hobbies/Interests/Sports

When not working with students in the classroom, online, or during office hours, Pat Skinner tends her garden of flowers and vegetables and writes songs and performs with two of her musical colleagues.

Materials and Resources

Textbook(s):

Required:


For textbook ordering information, please contact the Waterloo Bookstore.

For your convenience, you can compile a list of required and optional course materials through BookLook using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519 888 4673 or toll-free at +1 866 330 7933. Please be aware that textbook orders CANNOT be taken over the phone.

eReserves

The eReserves can be accessed using the eReserves widget on the Course Home page.

Resources

- University of Waterloo Library (Services for Students Taking Online Courses)

Grade Breakdown

The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
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</thead>
</table>

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## Course Policies

### Late Activities and Assignments

Late assignments are not accepted unless the instructor has approved an extension for medical or other legitimate reasons. This must be arranged with the instructor at least 24 hours before the due date.

### Dropbox Submissions

In the case of multiple submissions by the same student, your instructor will mark only the final document uploaded, so make sure your final document is the correct one.

## University Policies

### Submission Times

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the [Ontario, Canada Time Converter](http://timeconvertor.com/).
Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

**MISSED ASSIGNMENTS/TESTS/QUIZZES**

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a [Verification of Illness Form](#).

**Email** a scanned copy of the Verification of Illness Form to your instructor, and **mail** a hard copy to:

Centre for Extended Learning  
University of Waterloo  
200 University Avenue West  
Waterloo, Ontario, Canada N2L 3G1

In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

If your instructor agrees to re-open a time-limited component, our technical support staff ([extendedlearning@uwaterloo.ca](mailto:extendedlearning@uwaterloo.ca)) will require an email from the instructor granting permission to allow you access.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the [Student Medical Clinic](#) website.

**MISSED FINAL EXAMINATIONS**

If you are unable to write a final examination due to illness, seek medical treatment and provide confirmation of illness to the Centre for Extended Learning within 48 hours by emailing a scanned copy of the completed [University of Waterloo Verification of Illness Form](#) to support your request for accommodation. In your email, provide your name, student ID number, and the examination(s) missed. You will be REQUIRED to hand in the original completed form at the time you write the make-up examination, which should be within a week of having missed your exam. The original completed form must be received before you are able to write a re-scheduled exam.

Further information about [Accommodation Due to Illness](#) regulations are available in the Undergraduate Calendar.

**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. **If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible.** Undergraduate students should see the [Academic Integrity Tutorial](#) and graduate students should see the [Academic Integrity Website for Graduate Students](#).
For further information on academic integrity, please visit the Office of Academic Integrity.

**Discipline**

A student is expected to know what constitutes academic integrity 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. For typical penalties check Guidelines for the Assessment of Penalties.

**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.

**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. When in doubt please be certain to contact the department’s administrative assistant who will provide further assistance.

**Final Grades**

In accordance with Policy 19, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo Learn are unofficial.

**Note for Students with Disabilities**

The AccessAbility Services, 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

**Use of Computing and Network Resources**

Please see the Guidelines on Use of Waterloo Computing and Network Resources.
Copyright Information

uWaterloo’s Web Pages

All rights, including copyright, images, slides, audio, and video components, of the content of this course are owned by the course author, unless otherwise stated. These Web pages are owned or controlled by the University of Waterloo, Centre for Extended Learning. By accessing the Web pages, you agree that you may only download the content for your own personal, non-commercial use. You are not permitted to copy, broadcast, download, store (in any medium), transmit, show or play in public, adapt or change in any way the content of these Web pages for any other purpose whatsoever without the prior written permission of the course author and the University of Waterloo, Centre for Extended Learning.

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If there are any questions about this notice, please contact the University of Waterloo, Centre for Extended Learning, Waterloo, Ontario, Canada, N2L 3G1 or by email.