

Writing 0011F: Academic Writing for International Students
COURSE OUTLINE
Sept- Dec. 2017

Instructor: Teresa Flanagan

Mon. 3:30 - 5:30 p.m. Rm. V210
Wed: 3:30 - 5:30 p.m. Rm. V210
Office Hours: Tuesdays 12:30-2:30 p.m.
Office: A13

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This is a course that is designed to help non-native speakers of English develop the linguistic, rhetorical and strategic competencies that they will need to succeed in academic courses at the undergraduate level at Huron University College. It combines (1) an examination of the practical elements of rhetoric and style of academic writing (2) development of study, note-taking and writing skills through interactive project work (3) discussion of issues that are culturally relevant to a Canadian academic community, based on videos, listening tapes and guest speaker presentations. The course will be delivered in two lecture hours, twice a week. It is preliminary to, and designed to complement Writing 1021G.

Absences and Late Work

Because this is a writing course, and there are many small pieces of work to be submitted for grading, any work that is more than 5 days overdue without permission will not be graded. There will be a **late penalty** of 2% per day up to a maximum of 10%.

Requests for extensions will be granted on a case-by-case basis and will only be considered if made before the assignment due date. Absences for more than 40% of the classes will result in a failure of the course. For work representing 10% or more of the overall grade for the course, a student must present documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities. Huron students should take their medical documentation to the Academic Counsellor, Academic Services Centre at Huron University College, together with a Request for Relief specifying the nature of the accommodation requested. Documentation for non-Huron students must be submitted as soon as possible to the student's Faculty Dean's office. The request and documentation will be assessed and appropriate accommodation will be determined by the Dean's office in consultation with the instructor(s.) Academic accommodation will be granted **ONLY** where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities.

For non-medical grounds, the student must submit a request to the instructor in writing prior to the due date of an assignment, and immediately in the case of a test. (Or as soon as possible following a non-medical emergency) Students are protected under the Official Student Record Information Privacy Policy and so written requests need only include a broad and general explanation of the situation, and the approximate length of time required. At the discretion of the instructor, the granting of extensions and re-

scheduled tests may require the student to submit supporting documentation to the Academic Counsellor who will then make the determination as to whether accommodation is warranted.

Please see the Appendix for more information on Academic Accommodation for Medical/Non-Medical Grounds.

COURSE OBJECTIVES:

1. Students will develop clear, concise writing techniques using accurate sentence structure, grammar and punctuation.
2. Students will demonstrate proficiency in the 9 writing stages of North American style research essays.
3. Students will develop writing skills necessary for expressing well constructed and thoughtful opinions.
4. Students will develop an understanding of North American cultural values and practices

COURSE METHODS:

Course content will be covered by an integration of lecture material, large group discussion, small group discussion, case studies, instructional games and simulations, individual presentations and writing tasks.

ASSESSMENT:

Shield Presentation	Sept. 20	5%	Summary	Oct. 23	10%
Personal Statement	Sept. 27	10%	Peer Review	Dec 6	5 %
Thesis Statement	Nov. 27	5%	Journals (5)	Throughout	25%
Final Essay	Dec. 6	20%	Presentations	Nov, Dec	10%
Participation	Throughout	10%			

Required Text:

Lucia Engkent (2011) *Skill Set: Strategies for Reading and Writing in the Canadian Classroom*, Oxford University Press, Toronto, Ontario

COURSE SCHEDULE

Mon. Sept. 11: Introduction to the course
 Ten strategies for university success
 Making the most of your meeting with your professor
 Introduction to *Skill Set: Strategies for Reading and Writing in the Canadian Classroom*

Wed. Sept. 13: Review of study skills
 Writing Workshop: Shield Exercise Introduction
 Presentation skills

Hmwk: Unit 1: Writing Skills

Mon. Sept 18: Discussion of Unit 1: Writing Skills
 Discussion of Handout: *The "Spacing Effect" calls for an end to last minute cramming*

Wed. Sept 20: **Shield Presentations (5%)**

Mon Sept. 25: Handout: 3 case studies
 Discussion of Handout: *Half of life really is just showing up*

Hmwk: ||| Unit 2: Vocabulary Skills

Wed. Sept 27: **Writing Workshop: Personal Statement Essay (10%)**
 Discussion of Unit 2

Hmwk: Unit 3: Sentence Writing Skills

Handout: "The Land Of Excellence"

Mon. Oct 2: Discussion of Unit 3
 Discussion of Handout: "The Land Of Excellence"

Hmwk: Unit 4: Paragraph Writing Skills

Journal #1 due on OWL today at 4:00 p.m. (5%)

Wed. Oct 4: Discussion of Unit 4
 Discussion of Handout: *Sleep debt tied to attention problems*

among high-school students

Mon. Oct 16:

Summary Writing
Writing Introductions and Conclusions

Journal #2 due today on OWL by 4:00 p.m. (5%)

Wed. Oct 18:

Concise Writing
Punctuation

Hmwk:

Handout: *“Skills That Go To Waste”*

Unit 5: Essay Writing Skills

Mon. Oct 23:

Handout discussion: "Skills That Go To Waste"
Unit 5 discussion
Summary due (10%)

Wed. Oct 25:

Discussion of Stages 1-6 for writing research essays
Evaluating sources of research
Developing criteria for evaluating websites

Journal #3: due today on OWL by 4:00 p.m. on OWL (5%)

Hmwk:

Handout: *“Trying to Package a Unique Canadian Identity”*

Mon. Oct. 30:

Discussion of Stages 7-9 for writing research essays
Handout discussion: Trying to Package a Unique Canadian Identity

Wed. Nov 1:

Summarizing, paraphrasing and quoting

Mon. Nov 6:

Plagiarism: Definition and Identification Exercises
Handout: APA documentation

Wed. Nov 8:

APA documentation discussion
Journal #4 due today on OWL by 4:00 p.m. (5%)

Mon. Nov. 13:

Review of Stages 1-9 for writing research essays

Wed. Nov 15:

Discussion of research topics
The Thesis Statement: Lecture & Exercise
Creating your Essay Thesis: Refining the Topic

Hmwk: Bring in 3 websites that you might use for your essay
Write Thesis Statement

Mon. Nov 20: Discussion of website choices
Starting the writing process

Wed. Nov. 22: From thesis statement to essay map: brainstorming, free writing,
creating an outline
Journal #5 due today on OWL by 5 p.m. (5%)

Hmwk: Common Linking Words in Academic Writing
Work on 1st Draft of Research Essay

Mon. Nov 27: Discussion of Appendix 3
Editing and Proofreading
Thesis Statement due on OWL (5%)

Wed Nov 29: Presentations

Mon. Dec 4: Presentations

Wed Dec. 6: **Peer Review (5%)**
Final Draft of Research Essay Due (20%), Wrap up



Appendix to Course Outlines

Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Provost and Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

<http://www.huronuc.ca/CurrentStudents/StudentLifeandSupportServices/StudentDiscipline>

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Academic Accommodation for Medical/Non-Medical Grounds

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

- (a) **Medical Grounds for assignments worth 10% or more of final grade: Go Directly to Academic Advising**

University Senate policy, which can be found at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf, requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform_15JUN.pdf.

The documentation is submitted in confidence and will not be shown to instructors. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

(b) Accommodation on Medical Grounds for assignments worth less than 10% of final grade: Consult Instructor Directly

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

(c) Non-medical Grounds: Consult Instructor Directly

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student’s request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student’s ability to complete work, and the student will be instructed to work as

quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Provost and Dean's Office, and this record of the offence will be retained in the Provost and Dean's Office for the duration of the student's academic career at Huron University College.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on Special Needs

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Provost and Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Provost and Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Provost and Dean of the Faculty offering the course will communicate that decision to the Provost and Dean of the Faculty of registration.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/AccessibilityInfo> ("Class Cancellations").

Mental Health @ Western

Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Academic Advising

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation [see above], students should contact an Academic Advisor in Huron's Student Support Services (hurousss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <http://www.huronuc.ca/CurrentStudents/AcademicAdvisorsandServices>

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at: <http://www.huronuc.ca/Academics/FacultyofArtsandSocialScience>