

# Writing 0011F

Introduction to Basic Academic Writing



Professor Jeremy Greenway

Fall 2021

Mondays 10:30am-11:30am  
Wednesdays 9:30am-11:30am

W101





## Writing 0011F – Introduction to Basic Academic Writing Fall 2021

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### 1. Course Information

Writing 0011F (553)

Instructor: Jeremy Greenway

Contact Information: [jgreenwa@uwo.ca](mailto:jgreenwa@uwo.ca)

Office: A104

Office Hours: Mondays & Thursdays 12:30pm-2:30pm

Class Location: W101

Scheduled Class Times: Mondays 10:30am-11:30am; Wednesdays 9:30am-11:30am

Antirequisites: Writing 1002F/G; Writing 0002F/G

### 2. Course Description

This course for multilingual students will develop skills of planning and composing in the writing process, and pre-writing skills such as note-taking from lectures and academic readings. These will help students develop an appreciation for appropriate vocabulary, syntax, and style of the various discourse communities at the university.

### 3. Learning Outcomes

Students will develop the key principles of effective academic writing in a university context. Students will begin to understand cross-disciplinary practices of academic research, including searching for sources, summarizing, paraphrasing, and quoting from sources, and evaluating secondary information. Students will work with a scholarly citation format of their choice, incorporating its current conventions into their written work. Students will participate in formal and informal workshops with Writing Services at Huron, both inside and outside of the classroom, to learn about the ways in which university discourse communities intersect and collaborate. Students will read critically a variety of short texts as they begin to identify the nuances of persuasive writing and point out logical fallacies. Students will engage in peer feedback, critique, and revision practices as they craft a one major essay in three drafts. Meanwhile, students will hone their academic writing voices by keeping a writing portfolio, responding to prompts that ask them to make use of various rhetorical modes and techniques.

### 4. Textbooks and Course Materials

Richard Bullock, Michael Brody & Francine Weinberg. *The Little Seagull Handbook*. 4<sup>th</sup> ed. New York: Norton, 2021. [Available here](#).

Visit <http://digitalwwnorton.com/littleseagull4> to register for access to the online material (including InQuizitive) we will be using in the course.

All other readings are posted on OWL under "Readings."

## 5. Methods of Evaluation

Article Summary	10%
InQuizitive Exercises	20%
First Essay Draft	5%
Second Essay Draft	10%
Final Essay Draft	15%
Peer Review	10%
Writing Portfolio	20%
Attendance/Participation	10%

**Note that there is no final exam in this course**

## 6. Tentative Class Schedule / Syllabus

LSH: *The Little Seagull Handbook*      OWL: posted on OWL in the "Readings" folder

Sept 8	Introduction to the Course	
Sept 13, 15	Growing General Writing Skills LSH: p. 17-26 OWL: Academic Integrity Tutorial	
Sept 20, 22	Conducting Research LSH: p. 116-148	
Sept 27, 29	Sentence Writing Skills LSH: p. 347-383	Article Summary Due
Oct 4, 6	All About Paragraphing LSH: p. 27-39	
Oct 11	<b>No Class (Thanksgiving)</b>	
Oct 13	Critical Reading Skills LSH: p. 72-86 OWL: Kaufman, "The Creative Gifts of ADHD"	First Essay Draft Due
Oct 18, 20	Editing and Correcting Skills: How to Help Yourself and Others LSH: p. 300-346	
Oct 25, 27	<b>CONFERENCE WEEK</b>	
Nov 1-7	<b>Fall Reading Week</b>	
Nov 8, 10	PEER REVIEW MEETINGS	Second Essay Draft Due
Nov 12	<b>Last day to drop a first-term half (0.5) course without academic penalty</b>	
Nov 15, 17	Developing Your Vocabulary LSH: p. 384-426	Peer Review Due

Nov 22, 24	<b>Critical Reading Revisited</b> OWL: Jang, “How Reporting on Indigenous Issues as an Indigenous Journalist Can Get Complicated”	
Nov 29, Dec 1	<b>Rhetoric and Debate</b> OWL: Klein “Introducing Rhetoric” (video)	<b>Portfolio Due</b>
Dec 6, 8	<b>Catch-up &amp; Conclusions</b>	<b>Final Essay Draft Due</b>

## 7. Assignment Notes

The **Article Summary (10%)** is designed to help you practice the conventions of summarizing a piece of writing from a reputable source (options to be provided).

During the course, there will be five **InQuizitive Exercises (20%)** to complete that assess your grasp of research and writing skills. We will explore the InQuizitive program together in the first week of class.

The **First Essay Draft (5%)** is a low-stakes submission of your essay in draft form on which you will receive oral and written feedback from me at a **one-on-one conference** scheduled during the October 25 and 27 classes.

The **Second Essay Draft (10%)** is a revised version of your first draft on which you will receive written feedback from me *and* from a partner in the class during **peer review meetings** scheduled during the November 8 and 10 classes.

The **Peer Review (10%)** asks you to write a review of your partner’s second essay draft using the critical reading strategies you have learned in the course.

Your **Writing Portfolio (20%)** is a collection of short, informal writing responses to prompts given in class. You have the option of typing in your writing portfolio and saving it on OWL, or of handwriting in a spiral-bound notebook.

The **Final Essay Draft (15%)** is a revised version of your second draft that incorporates feedback from your peer review partner and from me, and shows substantial development and growth from your first and second drafts.

**Attendance and Participation (10%)** are expected; however, the quality of your participation is assessed throughout the term. There are many ways to show participation, and they don’t always mean talking! I will ask you to include a reflection on your participation in your writing portfolio near the end of the course.

## 8. Instructor Policies

1. You **must** submit assignments via OWL at all times. No email submissions are permitted. If you have doubts about or trouble with OWL submissions, please get in touch with me well ahead of the submission deadline and we can figure it out together.
2. When you email me, I will make every effort to respond to you within 24 hours—often much faster—between Monday and Friday. I realize that we all work on different schedules, and I know that your email-attentive hours may differ from mine. Typically, I try to avoid responding to email on weekends, but if you need me to know

something on a Saturday or Sunday, chances are I will see it. You can expect a response Monday morning. Other modes of communication work too: if you, for example, see something interesting on Twitter or Instagram, be sure to tag @profgreenway so I can see it too!

3. Other than for reasons of academic accommodation, which must be solicited through your academic advisor, late assignments will be penalized by 5% per day (including weekends), to a maximum of seven days, at which point the assignment will not be graded. **HOWEVER**, if you are approaching a deadline and think you may not meet it, email me at least 24 hours before the deadline and we can work something out. Under no circumstances will I entertain an extended deadline if you email me *within* 24 hours of the deadline, or not at all; the late penalty will then apply.
4. You are welcome to meet with me during my office hours or at another mutually agreeable time. I'm afraid I'm unable to provide feedback on completed assignments prior to their submission, but I would be pleased to address specific questions you might have about your work. Please use your UWO email address when contacting me. I can't guarantee I will respond to a non-UWO address.



## **Appendix to Course Outlines: Academic Policies & Regulations 2021 – 2022**

### **Prerequisite and Antirequisite Information**

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enroll 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.

### **Pandemic Contingency**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, typically using a combination of synchronous instruction (i.e., at the times indicated in the timetable) and asynchronous material (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online at the discretion of the course instructor. In the unlikely event that changes to the grading scheme are necessary, these changes will be clearly communicated as soon as possible.

### **Student Code of Conduct**

Membership in the community of Huron University College and Western University 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. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at:

<https://huronatwestern.ca/sites/default/files/Res%20Life/Student%20Code%20of%20Conduct%20-%20Revised%20September%202019.pdf>.

### **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 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 Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Review the policy on Attendance Regulations for Examinations here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/attendance.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf).

### **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 website:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

. The appeals process is also outlined in this policy as well as more generally at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf).

### **Turnitin.com**

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 (<http://www.turnitin.com>).

### **Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and 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.

### **Statement on Use of Personal Response Systems (“Clickers”)**

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.

### **Academic Consideration for Missed Work**

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is **48 hours or less** and the other conditions specified in the Senate policy at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf) are met.

Students whose absences are expected to last **longer than 48 hours**, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation. Further details concerning policies and procedures may be found at: <http://academicsupport.uwo.ca/>.

### **Policy on Academic Consideration for a Medical/ Non-Medical Absence**

#### **(a) Consideration on Medical Grounds for assignments worth *less than 10%* of final grade: Consult Instructor Directly and Contact Academic Advising**

When seeking consideration on **medical grounds** for assignments worth *less than 10%* of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, 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. If documentation is requested, the student will need to complete and submit the [Student Medical Certificate](#). 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.

#### **(b) Consideration on Non-Medical Grounds: Consult Huron Support Services/Academic Advising, or email [huronsss@uwo.ca](mailto:huronsss@uwo.ca).**

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including

where the student has exceeded the maximum number of permissible Self-Reported. All consideration requests must include a completed [Consideration Request Form](#). Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf). Consult [Huron Academic Advising](#) at [huronsss@uwo.ca](mailto:huronsss@uwo.ca) for any further questions or information.

### **Support Services**

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at [huronsss@uwo.ca](mailto:huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <https://huronatwestern.ca/student-life/student-services/>.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at: <https://huronatwestern.ca/contact/faculty-staff-directory/>.

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Advising website, <https://huronatwestern.ca/student-life/student-services/academic-advising/> or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. Note that dropping a course may affect OSAP and/or Scholarship/Bursary eligibility.

Huron Student Support Services: <https://huronatwestern.ca/student-life/student-services/>  
Office of the Registrar: <https://registrar.uwo.ca/>  
Student Quick Reference Guide: <https://huronatwestern.ca/student-life/student-services/#1>  
Academic Support & Engagement: <http://academicsupport.uwo.ca/>  
Huron University College Student Council: <https://huronatwestern.ca/student-life/beyond-classroom/hucsc/>  
Western USC: <http://westernusc.ca/your-services/#studentservices>

### **Mental Health & Wellness Support at Huron and Western**

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: [huronwellness@huron.uwo.ca](mailto:huronwellness@huron.uwo.ca)  
Community Safety Office: [safety@huron.uwo.ca](mailto:safety@huron.uwo.ca)  
Chaplaincy: [gthorne@huron.uwo.ca](mailto:gthorne@huron.uwo.ca)

Additional supports for Health and Wellness may be found and accessed at Western through, <https://www.uwo.ca/health/>.