

**Carleton University**  
**Winter 2023**  
**Department of English**  
**ENGL 1020-D Effective Writing**  
 Jan 9, 2023 – Apr 12, 2023  
**Mondays 6:05-8:55 pm (18:05-20:55)**  
**Precludes additional credit for ENGL 1010**  
**Location: SA 615** (Southam Hall, rm 615)  
**Format: In-person** (*if necessary, some classes may be held via Zoom*)  
**Instructor: Miles Tittle**  
**Email: miles\_tittle@carleton.ca**  
**Office: NA Phone: NA**  
**Office Hours: by appointment [Zoom]**

**Course description:** This course familiarizes students with the rhetorical principles, skills, and structures necessary for the kind of writing done at the university level: clear and effective composition as a mode of research, discovery, analysis, and persuasion. Open to students from all disciplines.

**Note that ENGL 1020 is not for English Majors: taking this course precludes taking ENGL 1010, which is one of the pathway options for English Majors.** *English Majors in search of a dedicated writing course should take ENGL 1010 instead of ENGL 1020. Not an ESL course. DO NOT register in any of the listed preclusions.*

**Important note:** For information on deadlines for withdrawal from courses, please consult the Academic Year section of the Undergraduate Calendar (<https://calendar.carleton.ca/academicyear/>).

**Learning Outcomes:** Through discussion and practice, students will develop the skills to consistently meet university-level expectations in their written analytical and argumentative work. These include the following:

- 1. Effective text analysis and close reading.** You should be able to identify formal and rhetorical strategies employed in any writing, note how a text uses facts and sources to aid persuasion and other aims, recognize when you should look for supplementary information or context to deepen your comprehension, and be able to identify weaknesses, bias, and misinformation. You should be adept at research and evaluating sources.
- 2. Thesis development and support.** You should be able to develop a focused, argumentative thesis that is clearly expressed and sustained from introduction to conclusion. Your argument should be logically and coherently supported by points backed both by complex original analysis and engagement with primary and secondary texts for evidence. You should be able to transfer these strengths to other forms of writing.
- 3. Effective drafting, revision, and proofreading.** You should be able to improve and polish your work in stages, incorporating revisions based on feedback, reflection, new information or evidence, and technical considerations. You should understand how audience considerations shape your work's approach and style.
- 4. Mastery of the technical aspects of academic writing.** You should be able to follow MLA format, or any other given style sheet, accurately and carefully. In-text citations and bibliographic entries should be complete and error-free. Your text should have no errors of grammar, punctuation, format, or content. You must be able to recognize all forms of plagiarism, and eliminate them in your work.

**Required textbook:** *We will be using the following textbook in our class (available in Campus Bookstore).*  
 Babington, Doug, et. al. **The Broadview Pocket Guide to Writing – Revised Fourth Canadian Edition.**  
 Broadview Press, 2016. ISBN-13: 978-1-55481-336-0 You can buy a digital copy at the Broadview Press link below:  
<https://broadviewpress.com/product/the-broadview-pocket-guide-to-writing-revised-fourth-edition/#tab-description>

**\*\*All other readings and assignment sheets will be posted to our class Brightspace page\*\***

## READINGS

*All of our readings will be provided on our class Brightspace page, and must be completed before each class. We will discuss the following textbook readings in our scheduled classes:*

1. "This is Just to Say" poem by William Carlos Williams (1934).
2. "Girl Unprotected" article by Laura Robinson (2008).
3. "Hunger" essay by Maggie Helwig (1989).
4. "Embraced by the Needle" essay by Gabor Maté (2001).
5. "Reframing Canada's 'Drug Problem'" essay by Bruce K. Alexander (1998).
6. "The Men We Carry in Our Minds" essay by Scott Russell Sanders (1984).
7. "The Persistence of Poetry and the Destruction of the World" by Robert Bringhurst (2006).
8. "The Loons" story by Margaret Laurence (1963).
9. "Facebook and Coaxed Affordances" article by Aimée Morrison (2013).

*We will also be discussing several sample essays alongside the above works:*

- A. Smith, F. "Laurence's 'The Loons': Insight or Stereotype?"
- B. Smith, T. "Bodily Voices: Maggie Helwig's 'Hunger'"
- C. Strong, L. "Tone in William Carlos Williams's 'This is Just to Say'"
- D. Jones, C. "Perspectives on Addictions"
- E. Jones, D. "The Complexity of Power and Gender Relations"
- F. Jones, V. "Acting Now: Practical Approaches to Mitigating Climate Change"
- G. Jones, B. "Like Me on Facebook: Identity Construction in Social Media"

## EVALUATION

<b>Types of assignments, weighting and due dates:</b>		
1. <b>Argumentative Essay#1 (with outline)</b>	10%	Jan 30
2. <b>Comparison/Contrast Essay#2 (with 5% outline)</b>	20%	Feb 27
3. <b>Major Research Essay #3 (with 5% outline)</b>	30%	Mar 27
4. <b>Take-Home Exam</b>	30%	April 27
5. <b>Weekly Grammar Quizzes</b>	10%	Throughout
<b>Total:</b>	<b>100%</b>	

**Please note:** Students are expected to hand in PDF or Word copies of all assignments and outlines on time, through Brightspace. You are responsible for having backup copies of all submitted work. Late outlines will receive no grade or feedback. **Grammar quizzes will be done weekly through Brightspace, and are worth 10% of your grade.**

**Assignment due dates:** Assignments done out of class must be handed in through Brightspace by 11:59 pm EST (midnight) the scheduled due date. Marks will be deducted at a rate of **5% per day**, including weekends and holidays, for any late assignment submitted without a medical certificate or equivalent official excuse. After one week, I am under no obligation to accept late assignments. Late assignments must also be submitted through Brightspace (not email). The weekly grammar quizzes are available on Brightspace for seven days each, from Thurs morning until the following Wed night, and missed quizzes cannot be made up in later weeks.

**Correspondence:** Any emails to me should be in complete sentences, clearly identify the student and course number & section, and be clear and polite. Lazy quick "text messages" or files sent with no explanation at all will be ignored. Carleton requires that students use their Carleton email address for university correspondence.

**Attendance policy:** Regular class attendance is essential. Active, thoughtful participation in lectures and workshops helps ensure success in the course, and helps your classmates. If your time zone or schedule does not permit you to attend lectures live, you are responsible for viewing them later that week and ensuring you keep up to date with classes and quizzes.

**Outlines and essays:** Specific instructions and topic suggestions will be distributed for each of our essays (the two short ones and the final take-home). Submitted outlines should be in MS Word or PDF format provide a proposed thesis statement (not just a topic), several main points and related sub-points, and make note of where evidence from primary and secondary sources will be used.

**Assignment specifications:** The Essays and Final Take-Home Exam must follow these specifications:

- Times New Roman or Garamond, 12-point font; double spaced; one-inch margins (sides, top, and bottom); page numbers in the upper right corner; no extra spaces between paragraphs.
- A first page formatted according to MLA 8 style, including the following information: title of the essay (one that reflects the paper's contents/thesis, not just "Essay #1"), student name, course code, instructor's name, and date of submission. No title pages, please.
- Proper documentation of sources (MLA 8 style). **PDF or MS Word files only.**
- Assignments must have all primary and secondary sources properly documented in a Works Cited page and must use in-text citations with source page numbers throughout.

**Any assignment that is missing a Works Cited page or in-text citations for all sources will automatically fail. You are responsible for learning how to cite properly in MLA format.**

## SCHEDULE

#	(Date)	Topics	*Readings to be done before each class
<i>Winter term begins</i>			
1.	Jan 9 Monday	Course introduction <b>How to Read</b> Sample essays	<i>Buy your textbook</i> Reading #1: Williams 64
2.	Jan 16 Monday	<b>How to Argue</b> <b>Exercise: Thesis development</b>  Introductory paragraphs <i>Quiz 1: Parallelism</i>	<i>Broadview 32-44</i> Reading #2: Robinson 240  <i>Broadview 36-37</i> <i>Broadview 26-30</i>
3.	Jan 23 Monday	<b>How to Draft</b>  <b>Exercise: Introduction development</b> <i>Quiz 2: Active and passive voice</i>	<i>Broadview 14, 44, 105-106</i> Reading #3: Helwig 190 Essay B: Smith 299
4.	Jan 30 Monday	<b>How to Cite</b> Body paragraphs and conclusions  <b>**Argumentative Essay #1 due (10% with outline)**</b> <i>Quiz 3: Citation practice</i>	<i>Broadview 14-15, 35-41</i>
5.	Feb 6 Monday	<b>How to Edit</b>  <b>Quoting and paraphrasing correctly</b> <i>Quiz 4: Subordinate clauses</i>	<i>Broadview 37-38, 96-100</i> Reading #1: Williams 64 Essay C: Strong 301  <i>Broadview 96-100</i> <i>Broadview 180-188, 246-247</i>

6. Feb 13 Monday	<b>How to Compare</b> Comparison & contrast Comparative analysis	<i>Broadview</i> 32-44, 96-99 Reading #4: Maté 220 Reading #5: Alexander 172
	<i>Quiz 5: Sentence Types</i>	Essay D: Jones 284

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**READING WEEK February 20—24.** *No classes, but a good time to write Essay #2*

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7. Feb 27 Monday	<b>How to Analyze</b> Comparative analysis Essay sequencing and composition	<i>Broadview</i> 132-148, 150-51
	<b>**Comparison Essay #2 due (20%)**</b> <i>Quiz 6: Commas</i>	<i>Broadview</i> 42-44, 132-135

8. Mar 6 Monday	<b>How to Research</b>	<i>Broadview</i> 122-123, 135-137 Reading #6: Sanders 243 Essay E: Jones 286
	Summarizing arguments <i>Quiz 7: Semicolons and colons</i>	

9. Mar 13 Monday	<b>How to Revise</b>	<i>Broadview</i> 244-246, 62, 139-140 Reading #7: Bringhurst 177 Essay F: Jones 288
	Preparing for Essay #3 <i>Quiz 8: Apostrophes</i>	

10. Mar 20 Monday	<b>How to Polish</b>	<i>Broadview</i> 116-117, 101-103 Reading #8: Laurence 204 Essay A: Smith 290
	Working with and evaluating sources <i>Quiz 9: Subject-verb agreement</i>	

11. Mar 27 Monday	<b>How to Critique</b>	<i>Broadview</i> 82-84, 65-66 Reading #9: Morrison 223 Essay G: Jones 295
	Critical reading and anticipating responses <b>**Major Research Essay #3 due (30%)**</b> <i>Quiz 10: Pronoun-antecedent agreement</i>	

12. April 3 Monday	<b>How to Impress</b> Final MLA review	Exam Instruction sheet
	Take-home exam preparation and instructions	

Exam Period (April 15-27)	<b>Take Home Exam (30%): Due by April 27 at 11:59 EST through Brightspace</b> <i>April 27: All take-home examinations are due. No extensions are possible.</i>	
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## COURSE ASSIGNMENTS

1. **Argumentative Essay #1 (10% Due Jan 30):** This essay will exercise your organizational and argumentative skills. The details of this assignment will be provided in class and on Brightspace. **Please include a rough draft introductory paragraph with thesis statement (essay 10/outline 0).**
  2. **Comparison/Contrast Essay #2 (20% Due Feb 27):** This essay will exercise your critical reading skills through your comparison of two different argumentative essays on the same topic. The details of this assignment will be provided in class and on Brightspace. **An annotated draft outline (with visible editing) must be submitted with this essay (worth 5% of course grade: essay 15/outline 5).**
  3. **Research Essay #3 (30% Due Mar 27):** This essay will require you to engage in scholarly research to support your argument, and as the longest of the three essays, it will exercise your ability to organize and coherently present a larger amount of information. The details of this assignment will be provided in class and on Brightspace. **An annotated draft outline (with visible editing) must be submitted with this essay (worth 5% of course grade: essay 25/outline 5).**
  4. **Final Take-Home Exam #4 (30% Due by April 27):** The final exam will require you to write an analytical essay on a provided topic, using proper research sources. Further details about this exam will be provided in class and on Brightspace. **No outlines or drafts will be submitted with this assignment.**
  5. **Quizzes (10% total):** Each week in class, we will be conducting a short multiple-choice quiz on the grammar principles covered in the lecture of the preceding class. Each will be worth 1% for a total of 10%. The quizzes will be done through Brightspace on your own time (between each Monday to Sunday: missed quizzes cannot be made up later). *More thorough information on each of the assignments will be distributed in assignment sheets posted to our class Brightspace page, and discussed during class. Please make sure you follow all directions carefully.*
- Marking:** Carleton University uses the following 12-point grading scale (*Percentage Grade/Letter Grade/Number Grade*): 0-49% **F** (0), 50-52% **D-** (1), 53-56% **D** (2), 57-59% **D+** (3), 60-62% **C-** (4), 63-66% **C** (5), 67-69% **C+** (6), 70-72% **B-** (7), 73-76% **B** (8), 77-79% **B+** (9), 80-84% **A-** (10), 85-89% **A** (11), 90-100% **A+** (12). Note that 50% is the pass mark, so an F is a failing grade. Essays are generally marked for Content (30%), Organization (30%), Language (30%), and Handling (10%).

**Citation Basics:** In MLA, you include the “core elements” of the sources. Core elements are those basic pieces of information that should be common to all sources, from books to articles, from lectures to tweets. These are the MLA core elements (with the punctuation that should follow each element):

1. *Author.* (Last Name, First Name; Online nicknames and handles acceptable if real name unknown)
  2. *Title of source.*
  3. *Title of container.*
  4. *Other contributors,* (State specific role, followed by the word “by” and then first and last name)
  5. *Version,* (Abbreviate ed. for Edition and rev. for Revised)
  6. *Number,* (Use vol. for Volume and no. for number, with commas in between)
  7. *Publisher,* (Include only name of publisher, not business words like LLC; use UP for University Press)
  8. *Publication Date,*
  9. *Location.* (Page Numbers (use p. for one page, pp. for page range), URL (Permalink, omit the http://) or DOI. For online journals, DOI is preferred over URL. Long messy “session” URLs are useless.
- So, a basic citation format should look like this (you would omit missing or unnecessary elements):  
**Author. “Title.” *Title of Container.* Other contributors, Version, Number, Publisher’s name, Date, Location.**

## SUPPORT SERVICES & ACCOMMODATIONS *[pandemic measures may affect these]*

**Writing Tutorial Service (WTS):** The WTS offers students one-on-one, personalized assistance with academic writing, free of charge. To make an appointment for a 50-minute session, call 613-520-2600, ext. 1125, book online via Carleton Central, or visit in person at the Centre for Student Academic Support (CSAS) on the 4<sup>th</sup> floor of the MacOdrum Library.

**Centre for Student Academic Support (CSAS):** The CSAS offers students a variety of free services, including academic skills workshops and information sessions. To learn more about these services, visit the Centre on the 4<sup>th</sup> floor of the MacOdrum library, phone at (613) 520-2600, x.1125, or visit online.

### Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

**Pregnancy:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details click here.

**Religious obligation:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details click here. <https://carleton.ca/equity/focus/discrimination-harassment/religious-spiritual-observances/>

**Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520- 6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable). <https://carleton.ca/pmc/>

### Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/focus/sexual-violence-prevention-survivor-support/>

### Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

## ACADEMIC INTEGRITY

The University Senate defines **plagiarism** as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- Reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- Using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- Using another’s data or research findings;
- Failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- Handing in substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.

**Plagiarism** is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They include a mark of zero for the plagiarized work or a final grade of "F" for the course.

Students are strongly urged to familiarize themselves with the rules concerning academic fraud.

The Carleton Academic Integrity Policy is available on campus and also on the Web at:

<https://carleton.ca/registrar/academic-integrity/>

It is always the student's responsibility to practice academic diligence and to properly cite all sources. The consequences of academic fraud are extremely serious, and could jeopardize your academic future.

**All in-text uses of sources (directly quoted or not) must have an in-text citation immediately after the borrowed information. Ex: (MacLeod 228). An assignment that is missing a Works Cited page or in-text citations will automatically fail. You are responsible for learning how to cite properly in MLA format.**

Standing in a course is determined by the instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

## Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

**Emergency Resources** (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

### Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>

- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

#### Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

## PANDEMIC MEASURES

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

**Feeling sick?** Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's [symptom reporting protocols](#).

**Masks:** Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances change.

**Vaccines:** Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).