

**Carleton University
Fall 2022-Winter 2023
Department of English**

**ENGL 1020E: *Effective Writing*
Prerequisites: none
Preclusions: ENGL 1010**

**Mondays and Wednesdays / 2:35- 3:55 pm
Location: SA 413
Format: In-person**

**Instructor: Esther Post
Email: estherpost@cunet.carleton.ca
Office Hours: TBD**

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/>).

I. Course description: This course will teach students from multiple disciplines the fundamental skills necessary to write effective essays and other academic assignments at the university level. Focusing on all stages of the writing process, proper essay structure, rhetorical strategies, argumentation, research, and critical analysis, students will learn how to write effectively, communicate clearly, and think critically. Generally, the first class of each week will consist of a lecture, and the second class will consist of a writing workshop, where students will be able to implement the ideas discussed earlier in the week through the form of short in-class writing exercises, activities, quizzes, etc.

****Please note:** English 1020 is a *writing-intensive* course. This means that students will write a minimum of two graded writing assignments per term

II. Learning outcomes: by the end of this course, students will learn how to:

- develop an argumentative thesis across an essay
- establish university-level expectations for grammar and syntax
- develop complex ideas using correct and effective expression according to academic English practice
- use and cite evidence from primary texts appropriately
- develop writing, critical reading, and research skills

III. Required Texts:

Doug Babington, *The Broadview Guide to Writing, Revised Sixth Canadian Edition*. Broadview Press: 2017.

*Text will be available at Octopus Books, 116 Third Ave, Ottawa. It can also be purchased directly from Broadview Press; new print edition is \$42.40, e-book is \$30.53. Please visit <https://broadviewpress.com/product/the-broadview-guide-to-writing-revised-sixth-edition/#tab-description> if you'd like to order your book directly from the publisher. Please note that pages indicated for readings will be different if you have the e-book.

IV. Course calendar: (*subject to revisions)

Dates	Topic	Readings/Assignments
Week 1: Mon. Jan 9 and Wed. Jan. 11	Intro to course; active vs. passive reading	<ul style="list-style-type: none"> Read: p.24 “Before the Writing Starts” - 33; 387-406) critical analysis (watch in class: music video for Childish Gambino, “This is America”)
Week 2: Mon. Jan. 16 and Wed. Jan. 18	The Writing Process: From Topic to Thesis	<ul style="list-style-type: none"> Read: p. 22- 25 Wed.: *SWA 1*: constructing a thesis statement (5%; due by Fri. Jan. 20 at 11:59 pm)
Week 3: Mon. Jan. 23 and Wed. Jan. 25	The Writing Process: Brainstorming, Drafts, and Outlines	<ul style="list-style-type: none"> Read: p. 24-33; sample outline p.39 Wed.: *SWA 2*: brainstorming activity (5%; due by Fri. Jan. 27 at 11:59 pm)
Week 4: Mon. Jan. 30 and Wed. Feb. 1	Essay Structure: The Introduction	<ul style="list-style-type: none"> Read: Melissa Davis’ essay on freedom of expression, p. 605-632 Wed.: *SWA 3*: draft intro para. for short essay (5%; due by Fri. Feb. 3 at 11:59 pm) Proposal for Short Essay: 5%; due by Wed. Feb. 1 at 11:59 pm
Week 5: Mon. Feb 6 and Wed. Feb. 8	Essay Structure: Paragraphs	<ul style="list-style-type: none"> Read: p. 35-43; 60-61; 263-264; 278-287 Wed.: *SWA 4*: draft body paragraph for short essay (5%; due by Fri. Feb. 10 at 11:59 pm)
Week 6: Mon. Feb. 13 and Wed. Feb. 15	Argumentation, Logical Fluency, and Logical Fallacies	<ul style="list-style-type: none"> Read: p. 33-39; 43-61; 264-276 Wed: *SWA 5* Read: Kelly McParland, “Renaming Ryerson University to Appease the Delicate is Probably Harmless if Pointless.” https://nationalpost.com/opinion/kelly-mcparland-renaming-ryerson-university-to-appease-the-delicate-is-probably-harmless-if-pointless (5% due by Fri. Feb. 17 at 11:59 pm) Short Essay: 10%; due by Fri. Feb. 17 at 11:59 pm)

BREAK: Mon. Feb. 20 and Wed. Feb. 22		NO CLASSES
Week 7: Mon. Feb. 27 and Wed. Mar. 1	Grammar I: Sentence Structures and Common Errors (comma splices, fragments, run-on sentences, incorrect use of semi-colons, and dangling modifiers)	<ul style="list-style-type: none"> • Read: p. 106-111; 509-513; 301-313; 138-144; 313-314 • Wed.: *SWA 6*: sentence structure quiz (5%; due by Fri. Mar. 3 at 11:59 pm)
Week 8: Mon. Mar. 6 and Wed. Mar. 8	How To Conduct Research	<ul style="list-style-type: none"> • Read: p. 78-89 • Wed.: *SWA 7*: research exercise (5%; due by Fri. Mar. 10 at 11:59 pm)
Week 9: Mon. Mar. 13 and Wed. Mar. 15	Quotations and Documentation	<ul style="list-style-type: none"> • Read: p. 89 “Citation”- 91; 534-536; 553-566 • Wed: APA; Read: p. 633-676 • *Outline for Final Essay (10%; due by Fri. Mar. 17 at 11:59 pm)
Week 10: Mon. Mar. 20 and Wed. Mar. 22	Grammar II: Punctuation	<ul style="list-style-type: none"> • Read: p. 509-533 • Wed.: *SWA 8*: punctuation quiz (5%; due by Fri. Mar. 24 at 11:59 pm) •
Week 11: Mon. Mar. 27 and Wed. Mar. 29	Diction, Syntax, and Bias-Free Language	<ul style="list-style-type: none"> • Read: p. 61 “Stylistic Fluency”-74; 113-118; 327-338; 351-386) • Wed: peer-editing for Final Research Essay
Week 12: Mon Apr. 3 and Wed. Apr. 5	Editing, Proofreading, and Revising	<ul style="list-style-type: none"> • Read: p.74-78; 714-715
LAST CLASS: Mon. Apr. 10	Course Review and Take-Home Exam Prep	**Final Research Essay (15%; due by Mon. Apr. 10 at 11:59 pm)

V. Evaluation:

Short Writing Assignments during Wed. Writing Workshops (SWA) (8 X 5%; ongoing):	40%
Proposal for Short Essay (due Feb. 5)	5%
Short Essay (due Feb.17):	10%
Outline for Argumentative Research Essay (due. Mar. 17):	10%
Argumentative Research Essay: (due. Apr. 10)	15%

Final Take Home Exam: (due. Apr. 27)

20%

***detailed information and instructions for each of these components will be posted to Brightspace**

Short Writing Assignments (SWAs) (8 X 5% = 40%)

Due: ongoing throughout the term (see 8 dates highlighted in blue under schedule); will include a variety of short writing assignments, exercises, activities, and/or quizzes based on the specific topic that week. Specific instructions for each exercise, activity, quiz, or other short writing assignments will be posted to Brightspace.

Proposal for Short Essay (5%)

Required length: 1 page; 1-2 paragraphs maximum

For this assignment, students are required to submit a brief proposal for their first short essay.

Proposals must clearly describe the specific media that will be examined, explain the specific topic they will write their short essay on, present a clear thesis statement, and gesture toward the main ideas that will be discussed in order to prove their thesis.

Short Essay (10%)

Required length: min. 3 full pages - max. 4 pages

For the first short essay, students must present a compelling and critical analysis of any specific media (examples include, but are not limited to, a particular music video, television series/episode, comic book, film, podcast, song, painting, etc.). Secondary research is **not** to be conducted for this essay, rather, students are expected to offer their own interpretations of the specific chosen media and support their arguments through a close analysis of it.

Outline for Argumentative Research Essay (10%)

Required length: 1-2 pages max.

Students must submit an outline (template posted to Brightspace) for their final Argumentative Research Essay. Outlines must include a title for the essay (may be tentative), a thesis statement, the main ideas that will be discussed to prove the thesis (expressed as specific topic sentences), a (tentative) concluding statement, and a list of secondary sources.

Argumentative Research Essay (15%)

Required length: 5-6 pages

Students must submit a research essay that engages with any current and relevant cultural and/or political issue. Suggested general topics include, but are not limited to mandatory vaccines, abortion, MAiD, masking mandates, cancel culture, racism and/or white supremacy in the age of Trump, Black Lives Matter (BLM), sexual harassment in the workplace, Indigenous rights in Canada, etc.

Final Take Home Exam (20%)

Details to be provided in class.

Please note: Standing in a course is determined by the course 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

*** Note: If one of your assignments is lost, misplaced, or not received by the instructor, you are responsible for having a backup copy that can be submitted immediately upon request.**

Please note: all course materials, including recorded lectures, PowerPoint slides, assignments, essay topics, and discussion prompts are copyright of the instructor and are made available only to students registered in the course. Any reproduction or distribution of any of the course material is strictly prohibited.

COURSE POLICIES:

Essay style, format, and submission policies:

- All essays and other written assignments must be double spaced, formatted in Times New Roman font 12, with one-inch margins on all sides, and must conform to APA style and documentation guidelines. Please consult the APA style and documentation guidelines at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- All assignments must be submitted through Brightspace as digital copies and as a Word Document (no pdfs, google docs, or any other format will be accepted). Please note that as a Carleton University student, you have free access to Microsoft Word 360 (<https://carleton.ca/its/help-centre/get-microsoft-office-for-students/>).

Late policies:

- If you are in a situation that warrants an extension (serious illness, etc.), please do not wait until the last minute to request an extension. Email me or speak to me in person as soon as you know you might not be able to meet a deadline, and depending on the circumstances, I will consider giving an extension. Extensions requested the day an assignment is due or after the due date will NOT be considered
- **Due dates for the Short Writing Assignments (SWAs) are firm;** assignments not submitted by the due date, without a prior extension from me in writing, will be given a grade of zero
- **The due date for the Final Research Essay is also firm;** assignments not submitted by the due date, without a prior extension from me in writing, will be given a grade of zero
- All other assignments (proposal, short essay, and final essay outline) may be submitted up to 6 days past the due date with no late penalties
 - Any of these assignments submitted **one week after the due date** will penalized 5% for each day that it is late beginning on the 7th day. While such late assignments will be given a grade, they may not receive many or any detailed comments.

VI. Statement on Plagiarism:

PLAGIARISM

The University Academic Integrity Policy defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.” This includes 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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts 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 can include a final grade of “F” for the course.

VII. 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>

VIII. Statement on 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 should follow Carleton's [symptom reporting protocols](#).

Masks: Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, 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.

IX. Requests for Academic Accommodations

Please include the following text, provided by Equity and Inclusive Communities, on all course outlines, and read it at the beginning of your first few classes to remind students. For details, see the [accommodations section](#) and the [Course Outline Information on Academic Accommodations](#).

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 accommodation regarding a formally scheduled final exam, you must complete the Pregnancy Accommodation Form ([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](#).

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 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).

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/sexual-assault-support-services>

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 will 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>