

**Carleton University
Winter 2023
Department of English**

**ENGL 1020 F
Effective Writing
Preclusions: No additional credit for ENGL1010**

**Mondays and Wednesdays / 10:05-11:25am
Location: *Southam Hall 413, please confirm on Carleton Central*
Format: In-person**

**Instructor: Matthew Scribner
Email: Matthew.Scribner@Carleton.ca
Office: Dunton Tower 1916**

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:

Did you know that Shakespeare had six different ways of spelling his name?

Good writing is not about mindlessly following rules. It is about taking your reader into your head and making sure that the ride is comfortable for them.

We will practice writing different forms of academic nonfiction with a focus on clarity and argumentation. We will discuss linking claims with evidence, efficient diction, and different theories about what constitutes good writing.

Oh yes, and there will be some grammar and punctuation.

Whether you are in the arts, sciences, applied sciences, public affairs, or business, you will be writing for the rest of your career. This course is open to everybody. (But...)

II. Preclusions: This course is **not** intended for students who are taking English courses as a major or minor. You cannot have a credit for both this course and for ENGL 1010. ENGL 1010 is a fantastic course, but it is also too similar to this one. Please take ENGL 1010 instead if you are in English.

III. Learning Outcomes:

Students who successfully complete this course will be able to do the following:

- Write an effective academic essay
- Craft an argument with relevant evidence
- Name and understand genres of non-fiction writing
- Use style to emphasize points
- Avoid common grammar mistakes
- Apply critical thinking to controversies and debates
- Read documents to find pertinent facts
- Proofread and refine writing

IV. Text:

This course has one required textbook: Graff, Gerald and Cathy Birkenstein. *They Say, I Say: The Moves That Matter in Academic Writing*. 5th Edition. W.W. Norton, 2021.

The book is available through Haven Books.

V. Course calendar:

All assignments (except the in-class activities) are due at the start of the second class of the week. The readings are all from the above textbook.

Week 1 **January 9th and 11th** Chapter 1

Week 2 **January 16th & 18th** Chapter 2 **Article reaction due**

Week 3 **January 23rd & 25th** Chapter 3

Week 4 **January 30th & February 1st** Chapter 4 **Evidence paragraph due**

Week 5 **February 6th & 8th** Chapter 5

Week 6 **February 13th & 15th** Chapter 6 **First paper due**

Week 7 **February 20th & 22nd** *Break Week*

Week 8 **February 27th & March 1st** Chapter 7

Week 9 **March 6th & 8th** Chapter 8

Week 10 **March 13th & 15th** Chapter 9 **Second paper outline due**

Week 11 **March 20th & 22nd** Chapter 10

Week 12 **March 27th & 29th** Chapter 11 **Annotated bibliography due**

Week 13 **April 3rd & 5th** Chapters 16 and 17

Week 14 **April 10th** Review. There is no class on April 12th

VI. Evaluation:

You will mostly be evaluated on your written work, and how well it is structured and argued. Spelling and grammar are also considerations. A smaller but still significant part of your mark comes from completing in-class activities, which serve as practice for your major assignments.

There will be take-home exam that will involve more essay writing.

Grade breakdown:

Article reaction (5%) Due January 18th
Evidence paragraph (5%) Due February 1st
First paper (25%) Due February 15th
Second paper outline (5%) Due March 15th
Annotated bibliography (15%) Due March 29th
Take-Home Exam (35%) Due April 27th
In-Class Activities (10%) Any class, potentially

All essays, as well as the exam, must be submitted to pass the course.

Major assignments may be handed in late, but at a penalty of 7% per day, including weekends. However, each student gets four “extension days” for the entire semester. Contact the instructor before the assignment is due to use these extension days. Students can spread out their extension days across multiple assignments.

There will be in-class activities regularly in class. The total number of in-class activities will be worth more than the assigned 10%: you cannot earn bonus marks, but you can make up missed activities. The purpose here is not to punish people who missed a day of class: it is to underline that regular class attendance is important to get the knowledge and experience to pass the course.

All major assignments will use MLA format. Instruction on MLA format will be given in class and on Brightspace.

Each assignment will have its own page in Brightspace. Please read the instructions carefully. Please submit your work to the appropriate Brightspace page in .doc, .docx, or .rtf format (NOT .pdf or .pages format).

You can save in at least some of the above formats with Pages or even Google Docs, but some instruction will assume use of Word. Additionally, all feedback will be returned in MS Word files. Through Carleton, you can get a license to use MS Office for free at <https://carleton.ca/its/help-centre/get-microsoft-office-for-students/>

<p>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.</p>

VII. 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.

VIII. 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>

IX. 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.

X. 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>