

Carleton University
Fall 2021
Department of English

ENGL 1020 A: Effective Writing

Prerequisites: English majors in search of a dedicated writing course should take ENGL 1010 instead of ENGL 1020.

Preclusions: Precludes additional credit for ENGL 1010.

Mondays / 6:05pm to 8:55pm

This is a blended delivery online course, and most of the material will be delivered asynchronously. Please see "Course Schedule" below for more information.

Instructor: Matthew Scribner

Email: Matthew.Scribner@Carleton.ca

Office hours: By appointment

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

Good writing is not about following rules or filling out templates. 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.

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

Text:

This course has one required textbook: *A Writer's Handbook: Developing Writing Skills for University Students*. 4th Edition. Edited by Leslie E. Casson. Peterborough, Ontario: Broadview, 2018.

You may buy an online copy (.pdf or .epub format) directly from the publisher at <https://broadviewpress.com/product/a-writers-handbook-fourth-edition/#tab-description>

You may buy a hard copy there, too, but we will be using the textbook promptly at the start of the course, so you may not want to wait for a delivery.

Course calendar:

Each reading, video, and assignment is broken down week by week on Brightspace, but there is a rough guide below.

Each week (or at least most weeks), there will be videos to watch, chapters to read, and assignments to complete. You will do all that at your own time, though the assignments have deadlines, and you will need to read and watch the course material to understand the assignments.

Assignments come in three flavours: Video Quizzes, Regular Writing Assignments, and Major Assignments. All assignments are always due on Friday at 11:59pm.

However, every Monday during our class time, we will have a live session over Zoom where the instructor will answer questions and review the assignments and other material. These live sessions will be recorded for students who cannot attend. We will not stay for the entire three hours. You may use a webcam and a microphone if you like, but it is not necessary. You may just type questions into the Zoom chat.

The schedule is on the next page:

Join	Watch	Read	Do
			NOTE: Each assignment is due on the Friday of that week at 11:59pm.
September			
13	Introduction to the course		Nothing is due this week
20	Introductory paragraph and thesis	Chapter 2 (pages 17-28)	Introductory paragraph
27	Evidence/body paragraphs	Chapter 3 (pages 29-40)	Evidence paragraph with paraphrase
October			
4	Concluding paragraph		Evidence paragraph with quotations
11	Thanksgiving: No class Basic formatting and documentation	Chapter 7 (pages 89-126)	Concluding paragraph
18	Outlining	Orwell, "Politics and the English Language"	Short Essay (Oct 22nd)
25	Fall break: No class		Nothing is due this week
November			
1	Academic style	Chapter 4 (pages 41-53)	Outline
8	Grammar	Chapter 5 (pages 57-70)	Style exercise
15	Punctuation	Chapter 6 (pages 71-87)	Grammar exercise
22	Research	Sukhera, "Beware of Bias Training"	Comparison/Contrast Essay (Nov 26th)
29	Genre	Plott, "The Bullet in My Arm"	Punctuation exercise
December			
6	Business style (which academics also like)	Chapter 8 (pages 127-146)	Business style exercise
Friday the 10	Monday schedule day Review		Review Exercise

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 regular activities, which are meant as practice for your major assignments.

The take-home exam will be more essay writing.

- Short Essay (20%) Due October 18th
- Comparison/Contrast Essay (25%) Due November 26th
- Take-Home Exam (35%) Due December 23rd
- Video Quizzes (10%) Various due dates—check schedule above
- Regular Writing Assignments (10%) Various due dates—check schedule above

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

Video Quizzes are quizzes that happen while watching one of the course videos. Using software called H5P, questions will pop up in the video and you can answer them. You can take these quizzes as many times as you want before the deadline. Please note that the videos may not work on the Safari browser: please download Chrome or Firefox if you are using a Mac.

Regular Writing Assignments are small assignments. Please follow the instructions closely. These are designed to help you form parts of your major essays.

Missed Video Quizzes and Regular Writing Assignments may not be made up under normal circumstances, but please let me know if there are any outstanding situations.

Major assignments may be handed in late, but at a penalty of 7% per day, including weekends. However, each student gets three “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.

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, .rtf, or .pdf format (NOT .pages format). I will feedback of your work using Brightspace’s tools.

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. Through Carleton, you can get a license to use MS Office for free at <https://carleton.ca/its/ms-offer-students/>

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.

Syllabus Question:

Here is one of the video quiz questions: The World Economic Forum identifies ten skills that new employees need to succeed in modern times. How many does this course teach? The answer: "Seven."

PLAGIARISM

The University Senate defines plagiarism as "presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own." According to the Department examples of plagiarism include the following:

- any submission prepared in whole or in part, by someone else;
- 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;
- 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 form of intellectual theft. It is a serious offence that 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 can include failure of the assignment, failure of the entire course, or suspension from a program. For more information please go to: <https://carleton.ca/registrar/academic-integrity/>

Special Information Regarding Fall 2021 Pandemic Measures

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and mandatory self-screening prior to coming to campus daily.

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory [symptom reporting tool](#). For purposes of contact tracing, attendance will be recorded in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the [COVID-19 website](#).

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the [University's COVID-19 webpage](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca

Please note that failure to comply with University policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the [Student Rights and Responsibilities Policy](#). Failure to comply with Carleton's COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.

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

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>