

Fall 2021
Department of English

ENGL 1020C: *Effective Writing*

Precludes additional credit for ENGL 1010

Time: Mondays and Wednesdays 11:30 am-1 pm (lectures will be posted at these times)

Location: fully online at Brightspace (asynchronous)

Instructor: Dr. Esther Post

Office hours: TBD

email: esther_post@carleton.ca

Prerequisites: Open to students from all disciplines. English Majors in search of a dedicated writing course should take ENGL 1010 instead of ENGL 1020.

Preclusions: Precludes additional credit for ENGL 1010.

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 in which they are expected to do the following:

- 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

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

*The required text can 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> to order your book.

Course Format:

This course is fully online (at Brightspace) and fully asynchronous; however, students must remain up to date with the readings, lectures, and assignments (see more info highlighted below). At each scheduled class time, I will post recordings of lectures and accompanying Powerpoint slides for each assigned text and the specific topic for that class. Lectures will be recorded in small segments, usually around 20 minutes each. While classes are scheduled for three hours, I will NOT be posting a three-hour lecture for each class, as I will allot time for students to take notes while listening to my recorded lectures and to post to discussion forums so that we may try to digitally replicate the actual classroom experience of lively discussions, debates, and participation from students. **It is imperative that students keep up to date with the readings, lectures, and assignments, complete the assigned readings before our scheduled class time, and meet assignment deadlines.** Ideally, students will use our scheduled class time to view lectures so that they can stay up to date.

Technical Requirements:

Students will need a computer with high-speed Internet access to view videos, lectures, and slides, and to post discussion forum posts and submit assignments. Ideally, students will have a webcam and mic to meet with the instructor and/or other students virtually.

EVALUATION:

Short Writing Assignments from Writing Workshops (SWA) (8 X 5%; ongoing):	40%
Proposal for Short Essay:	5%
Short Essay:	10%
Outline for Argumentative Research Essay:	10%
Argumentative Research Essay:	15%
Final Take Home Exam (essay)	20%

***Important Notes:**

- 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.
- 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.
- All course materials, including but not limited to recorded lectures, Powerpoint slides, assignments, 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.

Short Writing Assignments/Workshop Activities (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%)

Due: Mon. Oct. 4 at 11:59 pm

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%)

Due: Wed. Oct. 20 by 11:59 pm

Required length: 3-4 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, blog, 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%)

Due: Mon. Nov. 8 by 11:59 pm

Required length: 1-2 pages

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%)

Due: Fri. Dec. 10 by 11:59 pm

Required length: 4-5 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, 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 Essay (25%)

Due: Thursday, Dec. 23 by 11:59 pm

Required length: 5-6 pages

COURSE POLICIES**Assignment Submission:**

- All assignments **MUST** be submitted as Word documents. Those submitted as PDFs, shared Google files, or any other form will **NOT** be accepted, nor will they be graded.
- 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/>).
- 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

Late Policies and Due Dates:

- Given the unprecedented circumstances due to COVID, there will be no late penalties; **however, assignments which are submitted 5 days past the due date will be given a grade, but no comments/feedback.** I urge you to please do your best to keep up with the assignment schedule and submit them on time so that you can get detailed feedback from me. **Please note that the university has mandated that all final term work (including your final essay) is due by Friday, Dec. 10, 2021; assignments submitted after Dec. 10 will not be accepted without prior approval from the instructor or a formal deferral from the Registrar's Office – no exceptions.**

Plagiarism: There will be a policy of ZERO TOLERANCE for 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/>

COURSE EXPECTATIONS and CLASSROOM NETIQUETTE

- Students are expected to have read the assigned material before our scheduled class time
- **Brightspace:**
 - You will be required to use Brightspace on a regular basis, as all relevant documents related to our course, including the syllabus, assignment instructions, lectures, etc. will be uploaded to this page. **Most importantly, treat this syllabus**

as your bible for this course, as it provides all necessary information in terms of reading and assignment schedules, submission policies, etc.

- You should also **frequently check the announcements** on our course page at Brightspace, as this is where I will post important announcements and information
- **“classroom” netiquette/discussion forums/chats:** I will be discussing this in more detail in my intro lectures, but these are some of the most important principles:
 - Always remember that there are real people behind screens and be respectful
 - No harassing, racist, homophobic, sexist, or transphobic language will be tolerated
 - Avoid using all caps, as it often comes across as shouting at and/or bullying
 - Emoticons can be helpful to convey tones, but avoid using them too much
 - Avoid dominating discussions online so that everyone gets the chance to participate
 - Always read over your posts before sending them
 - Be careful when using humour or sarcasm and ensure that your tone is properly conveyed
 - Keep an open mind, so that you are prepared to have your thinking challenged
 - Debates are certainly welcome, but again, ensure that you are respectful of others’ opinions

Contact with the instructor:

- The best way to get in contact with me is by email (EstherPost@cunet.carleton.ca). I check email at least once a day, and will respond to emails within 48 hours, though it could take longer on weekends.
- When emailing, please be professional. Do not use text speak, do not begin your email with an informal greeting such as “hey!”, and identify yourself by your full name as well as the course code. Remember you are not sending an informal text message to a friend, but a formal email to your professor.
 - Emails should be reserved for clear, precise questions; they should not be used to ask questions such as, “what should I read for next week?” or anything else that simply requires you to read the syllabus.
- My office hours will be offered by Zoom for one hour per week (day and time TBD). Otherwise, I am available to meet with students at another time by request. Please email me if you would like a meeting or have any questions or concerns.

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>

Reading Schedule (*subject to change)

Wed. Sept 8: Intro/welcome; overview of syllabus and assignments; plagiarism

Week 1:

Mon. Sept. 13: active vs passive reading; (Read: p.24 "Before the Writing Starts" - 33; 387-406)

Wed. Sept. 15: critical analysis (watch: music video for Childish Gambino, "This is America")

Week 2: the writing process: from topic to thesis

Mon. Sept. 20: from topic to thesis statement (Read: p. 22- 25)

Wed. Sept. 22: constructing a thesis statement ***SWA 1* 5% due: Sun. Sept. 26 by 11:59 pm**

Week 3: writing process: drafts and outlines

Mon. Sept. 27: brainstorming, essay outlines (Read: p. 24-33; sample outline p.39)

Wed. Sept. 29: ***SWA 2* 5% due Sun. Oct. 3 by 11:59 pm**

Week 4: essay structure (Read: Melissa Davis' essay on freedom of expression, p. 605-632)

Mon. Oct. 4: introductions and conclusions ***proposal due* (5%) by 11:59 pm**

Wed. Oct. 6: intro paragraph ***SWA 3* 5% due Sun. Oct. 10 by 11:59 pm**

Week 5: editing, proofreading, and revising

Mon. Oct. 11: Thanksgiving (NO CLASS)

Wed. Oct. 13: editing, proofreading, and revising (Read: p.74-78; 714-715)

Week 6: paragraphs

Mon. Oct. 18: paragraph structure and transitional phrases (Read: p. 35-43; 60-61; 263-264; 278-287)

Wed. Oct. 20: paragraphs ***SWA 4* 5% due by Fri. Oct. 22 at 11:59 pm; *short essay due* Friday, Oct. 22 by 11:59 pm**

Oct. 25-29: Reading Week: NO CLASSES

Week 7: argumentation

Mon. Nov. 1: argumentation; (Read: p. 33-39; 43-61) and logical fallacies (Read: p. 264-276)

Wed. Nov. 3: 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> ***SWA 5* 5% due by Sun. Nov. 7 at 11:59 pm**

Week 8: Grammar 1: sentence structures

Mon. Nov. 8: sentence structures and common errors (comma splices, run on sentences, and sentence fragments) (Read: p. 106-111; 509-513; 301-313) ***outline for research essay due* by 11:59 pm**

Wed. Nov. 10: dangling modifiers and other dangling constructions (read: 138-144; 313-314) **sentence structures quiz *SWA 6* 5% due by Sun. Nov. 14 at 11:59 pm**

Week 9: How to conduct research

Mon. Nov. 15: library tour (virtual)

Wed. Nov. 17: how to conduct effective research (Read: p.78-89) ***SWA 7* 5% due by Sun. Nov. 21 at 11:59 pm**

Week 10: quotations and documentation

Mon. Nov. 22: quotations and documentation (Read: p. 89 "Citation"- 91; 534-536; 553-566)

Wed. Nov. 24: APA (Read: p. 633-676)

Week 11: Grammar 2: punctuation

Mon. Nov. 29: punctuation (Read p. 509-533)

Wed. Dec. 1: (punctuation quiz) ***SWA 8* 5% due by Sun. Dec. 5 at 11:59 pm**

Week 12: : diction and syntax

Mon. Dec. 6: diction and syntax (Read: p. 61 "Stylistic Fluency"-74; 113-118); effective style (Read. p. 327-338; 351-386)

Wed. Dec. 8: peer-editing of final research essay

Fri. Dec. 10: NO CLASS; ***final research essay due* by 11:59 pm Fri. Dec. 10; all outstanding course work MUST be submitted by 11:59 pm Fri. Dec. 10 or will receive a grade of zero.**