

**Carleton University  
Fall 2021-Winter 2022  
Department of English**

**ENGL 1020D: Effective Writing  
Preclusions: ENGL 1010**

**Online / Asynchronous**

**Instructor: Adam Benn**

**Email: adam.benn@carleton.ca**

**Office Hours:** Online drop-in office hours on Tuesday, Wednesday, Thursdays from 12-3.

**I. Course description:** This course will introduce students to the fundamental skills employed in writing at an undergraduate university level, focusing on such areas as rhetoric, research, persuasion and critique. Additionally, this course will be a multimedia delivery, involving a weekly schedule involving material to watch, read, listen, and then respond in writing. Students will be expected to write consistently over the course. It is better to learn to write by writing than it is to listen to me talk about writing. As such, I will be giving consistent feedback on short writing assignments in addition to lectures. We will explore various essay formats, including online video and traditional essays, in order to understand the composition and style necessary to examine, understand, and produce our own essays.

While lectures, materials, and assignments will be posted in advance asynchronously, students are welcome to stop by throughout the week in virtual office hours, where I will offer advice and assistance for students.

**II. Preclusions:** This course precludes additional credit for ENGL 1010

**III. Learning Outcomes:** Through an approach that blends practice with analysis, students will learn the steps of essay construction from topic choice to final revision. The lectures and assignments will be divided among theoretical discussions of writing principles, workshops to implement these ideas and improve students' grammar and writing skills, and the examination of short essay pieces to develop analytic skills.

**IV. Texts:** Course materials and texts will be posted on Brightspace and available on Ares through the Library.

**V. Course calendar:**

Week 1: Introduction to materials and paper writing.

Week 2: Thesis and argumentation. Writing exercise due.

Week 3: Types of essays, logic and consistency.

Week 4: Introductions, Conclusions. Writing exercise due.

Week 5: Outlines, Drafts. Short essay due

Week 6: Common Grammar Errors. Writing exercise due

Week 7: Research skills. Writing Exercise due

Week 8: Integrating and managing evidence. Writing exercise due

Week 9: Quotation, documentation, general errors.

Week 10: Effective style and tone.

Week 11: Revision and Editing.

Week 12: Media specific considerations. Research Paper due

Week 13: Exam essay writing style and practice.

Additionally, we will be reading several essays (posted on Brightspace and available through Ares) that will inform our writing exercises and essays.

## **VI. Evaluation:**

Writing Response Workshops: 20%

Short Essay: 20%

Research Essay: 30%

Final Essay 30%

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.

## **VII. Statement on 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/>

### **VIII. 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](mailto: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.

## **IX. 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](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).

### **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>