

**Carleton University
Fall 2019
Department of English**

**ENGL 1020 D
Effective Writing**

**English Majors in search of a dedicated writing course should take ENGL 1010
Preclusions: Precludes additional credit for ENGL 1010**

Time: Tue. & Thur. 8:35am-9:55am

Location: 206 TB

Please confirm location on Carleton Central

Instructor: Dr. Kim Sigouin

Office Hours: TBA

Office: 1914 DT

email: KimberleySigouin@cunet.carleton.ca

I. Course Description:

The course is designed to teach students the fundamentals of writing at an undergraduate university level. The class is divided between lectures/discussion groups and in-class writing workshops. Throughout these workshops, students will be asked to complete short writing exercises where they will develop their argumentative and analytical skills. Each assignment will aim to develop the student's ability to create a persuasive argument and to develop an assertive writing voice. Students will also learn to effectively communicate their ideas using clear and concise prose.

II. Preclusions: ENGL 1010

III. Learning Outcomes

The course is designed to teach students how to:

- Present a clear and persuasive thesis statement
- Develop clear and engaging analyses
- Support arguments with relevant evidence
- Effectively organize ideas and present logical transitions between ideas
- Properly cite and document primary and secondary sources
- Develop a strong understanding of grammar and syntax

IV. Required Texts:

Available through ARES:

Margaret Atwood, "Nine Beginnings"

Audre Lorde, “The Transformation of Silence into Language and Action”
 H.G. Wells, “The Star”
 Timothy Clark, “Imaging and imagining the whole Earth: The Terrestrial as norm”
 Patti Smith, “Free Money”
 Patti Smith, “So you Want to Be”
 Virginia Woolf, “Professions for Women”

Available at the Carleton Bookstore:

Doug Babington, *The Broadview Guide to Writing* (Canadian, 6th ed)

V. Course Calendar

<i>Dates</i>	<i>Readings</i>	<i>Important Dates</i>
Sept 5	Introduction	
Sept 10	“The Writing Process,” pages 17-24	
Sept 12	The Myth of the Writer and the Muse Read Atwood, “Nine Beginnings”	
Sept 17	“Nature of an Argument,” pages 33-43 “Fallacies and Faulty Arguments,” pages 271-276	Last day of registration for fall term and fall/winter courses.
Sept 19	Workshop on Paragraphs and Logic	Workshop Activity
Sept 24	“Logical Fluency,” pages 46-65 and “Voice and Tone,” pages 71-74	
Sept 26	Read Lorde, “The Transformation of Silence into Language and Action”	Workshop Activity
Oct 1	Evidence and Quotations Read “Documentation and Research,” pages 553-566	
Oct 3	Outline Workshop	Outline Due
Oct 8	Grammar and Syntax “Active and Passive Voice” pages 136-138 “The Dangling Modifier,” pages 313-314 “Punctuation”, pages 509-520 and 521-525	Workshop Activity
Oct 10	Workshop on Short Essay Testing Your Argument	
Oct 15	Summary vs Analysis Read Wells, “The Star”	
Oct 17	Submit Short Essay	Short Essay Due
Oct 21-25	Fall Break	If exceptional circumstances necessitate holding a test after Friday, October 18, such a test can only be scheduled for Saturday, October 19.
Oct 29	Secondary Research	

	“Approaches to Research,” pages 78-91	
Oct 31	Clark, “Imaging and imagining the whole Earth: The Terrestrial as norm”	Workshop Activity
Nov 5	Finding Resources and Developing Critical Responses	
Nov 7	Workshop on Sources/Final Essay Testing the Strength of an Argument	<i>Annotated Bibliography</i>
Nov 12	Style, pages 327-386 “Free Money,” Patti Smith	
Nov 14	“So you Want to Be,” Patti Smith	Workshop Activity
Nov 19	Woolf, “Professions for Women”	
Nov 21	Woolf, “Professions for Women” Style/Tone/Critical Response	Workshop Activity
Nov 26	Essay Writing Workshop Peer Review	
Nov 28	“Revision and Proofreading,” pages 74-78 Edit and Revise	
Dec 3	Common Problems	<i>Long Essay Due</i>
Dec 5	Prep for Final exam/Course Review	
Dec 21	<i>Final Exam Due</i>	<i>Due by 9:00am</i>

VI. Evaluation:

<i>Assignment</i>	<i>Percentage</i>	<i>Important dates</i>
In-Class Writing Assignments	30%	Throughout
Outline	5%	Oct. 3
Short Essay	10%	Oct 17
Annotated Bibliography	10%	Nov. 7
Long Essay	15%	Dec. 3
Take-Home Exam	30%	Dec. 21 by 9:00am

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.

Assignment Details:

In-Class Writing Assignments:

Since this is a writing-intensive class, there will be a series of assignments to be completed during the workshops. The purpose of these assignments is to get you thinking critically about specific sources in preparation for your take-home exam. The assignments will test your ability to develop and finesse the essential components of writing: to form an argumentative claim and to develop an effective and persuasive analysis. Detailed instructions will be provided in class. ***Please note that these assignments are to be completed in class. If you miss a workshop, you will receive a grade of zero.***

Outline:

The outline will help you to prepare the main argumentative components for your short essay. Detailed instructions will be provided in class. You must submit the outline in order to submit the short essay. If you fail to submit the outline, you will receive a grade of zero on both the outline and the short essay.

Short Essay:

This assignment asks you to write an analytical essay (2-3 pages). This assignment will test your ability to form a clear and focused thesis statement and to develop a well-organized and detailed analysis.

Annotated Bibliography:

You will be asked to find a number of secondary sources and to write a short summary for each source. This summary will test your ability to highlight the main argument of the secondary source and to evaluate its strengths and weaknesses. You will then select one of these sources and incorporate it into your long essay. A detailed handout will be provided in class. You must submit this assignment in order to submit the long essay. If you fail to submit the annotated bibliography, you will receive a grade of zero on both the annotated bibliography and the long essay.

Long Essay:

You will be asked to write a research essay (3-4 pages). The essay will test your ability to think critically about the issues discussed during the course and to engage with a secondary source. The goal of the essay is to form a clear and focused argumentative claim and to persuasively support that claim. You will also be asked to incorporate ***one secondary source***. Essay topics will be handed out in class.

Final Take-Home Exam:

The final take-home exam will ask you to write an argumentative essay (3-4 pages). A list of topics and detailed instructions will be provided in class. For the final exam, you will be asked to demonstrate the writing and analytical skills developed throughout the semester: to write a clear and persuasive argument; to incorporate evidence to support your argument; and to engage critically with ***one secondary source***. You cannot choose to write an essay on the same topic/source as your short and long essays. ***The final exam is due on December 21st by 9:00am. There are no extensions. Late assignments will result in a grade of zero.*** Submit your essay to the English Department dropbox (18th floor of Dunton Tower).

Course Policies:

Attendance: To ensure your success in this course, **attendance is required**. Please arrive to class having read the assigned material and be prepared to engage in class discussion. In order to not disrupt classmates, make sure to **arrive on time**. I will take attendance at the beginning of every class. If you do miss class, it is your responsibility to get the notes from another student.

Late Policies: Late assignments will lose 5% per day, up to a maximum of five days. The assignment will no longer be accepted five days after the due date.

Please note that missed in-class assignments will receive a grade of zero unless there is a valid excuse *and* proper documentation. Late assignments will not receive extensive feedback.

If you do submit a late assignment, make sure to submit it to the English Department's dropbox (18th floor of Dunton Tower). I will not accept any assignments that have been slipped under or pinned to my office door.

Assignments: All assignments must be submitted in hard copy at the beginning of class.

You **must submit all major assignments** in order to pass the course. Failure to do so may result in a grade of "F" for the course. Major assignments include the outline, the short essay, the annotated bibliography, the long essay, and the exam.

If an assignment is lost, the instructor may request a new copy of the assignment. It is your responsibility to keep a saved copy of each assignment.

Assignments will be returned two weeks after the due date.

The final exam is due on **December 21st by 9:00am**. Late exams cannot be accepted and will result in a grade of zero.

Correspondence: Emails to me must be written in full sentences. Emails must clearly indicate the course code and subject of the email in the subject line. Be clear and concise.

I will respond to emails within 24 hours. I will not respond to any emails that require substantial replies the day before an assignment is due. If your inquiry requires a substantial response, please visit me during my office hours rather than email me.

Office Hours: I am only available to meet in person on Tuesdays and Thursdays. I teach at another institution on Mondays, Wednesdays, and Fridays, and so I will not be on campus during those days.

VII. Statement on Plagiarism

Some departments have a standard statement and some instructors have their own. Either of these options is fine, but please ensure that these statements are consistent with the university's Academic Integrity Policy when it comes to definitions, potential penalties and the like. The policy can be found at:

<https://carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy.pdf>

Please find an example below.

VII. 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.” This can include:

- 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;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- 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/>

VII. 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

Please contact your instructor 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, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor 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, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

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 its 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: carleton.ca/sexual-violence-support

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 must be provided to students who compete or perform at the national or international level. Please contact your instructor 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>