

**Carleton University
Winter 2022
Department of English**

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

**Monday and Wednesday 2:35-3:55
Location: NI 4030
Format: In-person**

**Instructor: Adam Benn
Email: adam.benn@carleton.ca**

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. Drawing on research from best practices across dozens of studies on writing, this course will teach students to produce effective academic writing across multiple essay formats.

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. Therefore, in addition to lectures we will maintain a consistent writing journal, moving from small responses to a research essay over the course of the semester. We will practice the technical skills required for effective writing, from annotated bibliographies to research and revision strategies.

II. Preclusions: 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' writing skills.

IV. Texts: All materials will be available online or through the library.

V. Course calendar:

January 10th – Introductions

January 12th – Types of Essays (Writing Response due)

January 17th – Thesis Statements

January 19th – Argumentation (Writing Response due)

January 24th – Capturing Your World

January 26th – Introductions (Writing Response due)

January 31st – Conclusions

February 2nd – Topic Sentences (Writing Response due)
February 7th – Body Paragraphs
February 9th – Outlining Your Essay (Short Essay due)
February 14th – Drafting Your Essay
February 16th – Revising Your Essay (Writing Response due)
February 21st – READING WEEK
February 23rd – READING WEEK
February 28th – Beginning Research
March 2nd – Focusing Research (Writing Response due)
March 7th – Documenting Research
March 9th – Integrating Research and Literature Reviews (Writing Response due)
March 14th – Style and Tone
March 16th – Bibliographies (Writing Response due)
March 21st – Signposting
March 23rd – Common Errors (Writing Response due)
March 28th – Cohesion and Unity
March 30th – Discussions (Research Essay due)
April 4th - Review
April 6th – Review (Writing Response due)
April 11th – Exam Questions

VI. Evaluation:

Writing Responses/Journal – 30%
Short Essay – 10%
Research Essay – 30%
Final Exam/Essay – 30%

Writing Responses: These short assignments are meant to teach students critical skills in academic writing. They are often short, but meant to keep students consistently engaged with writing. Sometimes they will be a response (What did you think of this author's argument?) and other times they will be a technical document (produce an annotated bibliography).

Short essay: A short attempt to introduce students to writing essays

Research Essay: Using all the methods and techniques we cover in class, students will respond to readings, topics, and conversations in class by producing a research paper that enters into conversation with other scholars.

Final essay: A take home essay asking students to demonstrate their knowledge of the skills we've learned over the semester.

LATE POLICY: The writing responses cannot be submitted late. They do not take long to complete and I will be returning them weekly. As a result, no exceptions will be made for late writing responses without a doctor's note or similar condition.

For the essays, each student will have 7 days as a grace period to use throughout the semester for any reason. Other than that, it will be a loss of 10% per day in grade.

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

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-2021.pdf>

Please find an example below.

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 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
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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 is 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.

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 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/focus/sexual-violence-prevention-survivor-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 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>