

Carleton University
Winter 2017
Department of English

ENGL 1010-J *Writing an English Essay*

Jan 05, 2017 - Apr 07, 2017

Mondays & Wednesdays 1:05--2:25 pm (13:05-14:25)

Location: SA 417 (Southam Hall)

Instructor: Miles Tittle
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Office: DT1915 (Dunton Tower)
Phone: NA
Office Hours: TBA/ By appointment

Course description:

ENGL1010 is an intensive writing course focusing on the formulation and construction of a literary essay.

Learning Outcomes:

Through discussion and practice, students will develop the skills to consistently meet university-level expectations in their written analytical and argumentative work. These skills include the following:

- 1. Effective text analysis and close reading.** You should be able to identify formal strategies employed by an author, note how a text meets, defies, or subverts standard features and expectations of its supposed type or genre, identify subtext and literary devices as you encounter them, and recognize when you should look for supplementary information or context to deepen your comprehension.
- 2. Thesis development and support.** You should be able to develop a focused, argumentative thesis that is clearly expressed and sustained from introduction to conclusion. Your argument should be logically and coherently supported by points backed both by complex original analysis and engagement with primary and secondary texts for evidence.
- 3. Effective drafting, revision, and proofreading.** You should be able to improve and polish your work in stages, incorporating revisions based on feedback, reflection, new information or evidence, and technical considerations.
- 4. Mastery of the technical aspects of academic writing.** You should be able to follow MLA format, or any other given style sheet, accurately and carefully. In-text citations and bibliographic entries should be complete and error-free. Your text should have no errors of grammar, punctuation, format, or content. You must be able to recognize all forms of plagiarism, and eliminate them in your work.

Please note that this course requires a good deal of in-class hand-written work. Your assignments must be done and submitted in hard copy. You are expected to have loose-leaf, pens, your journal, and textbook with you at every class.

Required textbook:

We will be using the following textbook in our class, and it is available at the Carleton University Bookstore.

Lucia Engkent and Garry Engkent. *Essay Do's and Don'ts, A Practical Guide to Essay Writing*. Oxford University Press Canada, 2013. ISBN 13: 9780195443110

Your textbook includes four short pieces we will be analyzing in class (*so always have it with you*):

- “Taming My Elephant, and Yours” by Margaret Wente (2010)
- “What if Dostoyevsky Had Been an Online Gambler?” by John Sainsbury (2010)
- “The Moose and the Sparrow” by Hugh Garner (1966)
- “The Cask of Amontillado” by Edgar Allan Poe (1846)

Other short texts will be accessible at no cost via ARES, on our cuLearn course page.

We will discuss the following works from ARES in class:

- “Easter, 1916” by William Butler Yeats (1921)
- “Who Do You Think You Are?” by Alice Munro (1978)
- “Lost in the Funhouse” by John Barth (1968)
- “Should Wizard Hit Mommy?” by John Updike (1962)

EVALUATION:**Types of assignments, weighting and due dates:**

Jan 9--Apr 5:	Attendance: 10%
Jan 11--Mar 29:	10 grammar quizzes: 10% (<i>in-class; 1% each</i>)
Jan 30:	1st essay outline: 5%
Feb 15:	Short essay #1 (1000-1500 words): 15%
Mar 13:	2nd outline: 5%
Mar 29:	Short essay #2 (1500-2000 words): 20%
April 3:	3rd outline: 5% (<i>earlier submission is encouraged</i>)
April 25:	Final take-home (2000-2500 words): 30%
	Total: 100%

Please note: *Students must hand in all assignments and a journal in order to be eligible to write the final take-home exam, and students must write the final exam in order to pass the course. There can be no exceptions to these requirements. All of the assignments are mandatory. You must complete and submit all of them in order to receive a grade for the course. You are responsible for having backup copies of all submitted work.*

Late outlines will receive no grade or feedback. You must submit a complete journal at the end of our Nov 30 class.

Assignment due dates:

Assignments done out of class must be handed in to me at the beginning of class on the scheduled due date. Marks will be deducted at a rate of **5% per day**, including weekends and holidays, for any late assignment submitted without a medical certificate or equivalent official excuse. After one week, I am under no obligation to accept late assignments. All assignments must be submitted before the final exam date, or the student will not be allowed to write the final exam, or pass the course. Late assignments should be delivered directly to me, or put in the English Department office dropbox (Dunton Tower 18th floor). **I never accept assignments under my office door.** Late submissions by email may be accepted in unusual circumstances at my discretion, but a hard copy must also be submitted as soon as possible. Carleton requires that students use their Carleton email address for university correspondence.

Correspondence:

When you email me, here are some guidelines to consider if you want a positive response:

1. You must identify yourself, first and last name, and mention the course number and section. I have no interest in scanning all my class lists looking for your email address or name, and I teach several courses at more than one university. Be clear about what assignment your questions or comments refer to. When I receive an email that says nothing but “My assignment was late because I was sick, can I hand it in next week?” I tend to ignore it. If you don’t take the time to write an actual letter, I won’t take the time to decipher it.
2. You must write an actual coherent letter made up of complete sentences, including a salutation (even “Hi Professor” will do), and a closing/sign off (even “Thanks, Bruce Dickinson” will do). You are not texting a friend, you’re writing a letter to a professor.
3. You should strive to be at least moderately polite. As with submitted assignments and virtually any writing you will do in your work careers, annoying the recipient is not your goal. Be clear about what you want from me, and when you would like it, but try not to phrase your requests as demands.
4. If you are submitting a late assignment or other time-sensitive material by email, it is not received until I have responded that I have received it. This means I have opened your email attachment or document successfully, and all is well. If I do not respond within 24 hours, follow up. If an email or file is corrupt or goes astray, you will continue to lose points for lateness until the matter is solved to my satisfaction. Always keep backups of all documents you write.

Attendance policy:

Regular class attendance is essential and mandatory. Active, thoughtful participation in lectures and workshops helps ensure success in the course, and helps your classmates. Please note that in-class tasks cannot be made up outside of class except in case of an absence covered by a medical certificate or equivalent official excuse. Important information could come from topics explained in lectures but not found in the texts. We only have thirteen classes, and if you miss more than three of them without an acceptable medical excuse, you will receive a final grade of “F” for the course.

Your completed journal, worth 20% of your mark, is made up entirely of in-class work.

Outlines and essays:

Specific instructions and topic suggestions will be distributed for each of our essays (the two short ones and the final take-home). Submitted outlines should be typed/printed, provide a proposed thesis statement (not just a topic), several main points and related sub-points, and make note of where evidence from primary and secondary sources will be used.

Assignment specifications:

The Short Essays and Final Take-Home Exam must conform to the following specifications:

- Times New Roman, 12-point font; double spaced; one-inch margins (sides, top, and bottom); page numbers in the upper right corner; no extra spaces between paragraphs.
- A first page formatted according to MLA style, including the following information: title of the essay (one that reflects the paper’s contents/thesis, not just “Essay #1”), student name, course code, instructor’s name, and date of submission.
- When requested, with a single-sided copy of the rubric attached (stapled to the back).
- Proper documentation of sources (MLA style).

SCHEDULE

#	(Date)	Topics	*Readings to be done <i>before</i> each class
<i>Winter term begins</i>			
1.	Jan 9 Mon	Course introduction Academic writing defined, Ares introduction.	

2.	Jan 11 Wed	*Analysis: "Easter, 1916"* <i>Journal quiz 1: Correcting spelling errors.</i>	

<i>The basics</i>			
3.	Jan 16 Mon	*Analysis: "Taming My Elephant, and Yours"* Common writing errors: grammar exercises.	

4.	Jan 18 Wed	<i>Journal quiz 2: Using the correct verb form.</i>	

<i>Essay structure</i>			
5.	Jan 23 Mon	Building a successful essay. Analysis: "Should Wizard Hit Mommy?"	

6.	Jan 25 Wed	Outline workshop on Short Essay #1	

<i>Types of essays</i>			
7.	Jan 30 Mon	Thesis and structure workshop Outlines due (5%).	

8.	Feb 1 Wed	<i>Journal quiz 3: Correcting singular and plural errors</i>	

<i>Writing about literature</i>			
9.	Feb 6 Mon	*Analysis: Sample annotated essay #1 (Engkent 218)* Library use lecture, in-text citations	

10.	Feb 8 Wed	Outlines returned & discussed. <i>Journal quiz 4: Combining sentences and eliminating wordiness</i>	

<i>Research & documentation</i>			
11.	Feb 13 Mon	*Analysis: "What if Dostoyevsky Had Been an Online Gambler?"* Works Cited lecture, exercise.	

12.	Feb 15 Wed	Paragraphs and sequencing discussion <i>Journal quiz 5: Correcting errors in parallel structure</i> Short Essay #1 due (15%)	

Feb 20 & 22—No Class. (<i>February 20-24 is Winter break: classes are suspended</i>)			

<i>Word usage</i>			
13.	Feb 27 Mon	*Analysis: "The Cask of Amontillado"* Vocabulary; comparison and contrast models	

14.	Mar 1 Wed	<i>Journal quiz 6: Correcting run-ons and fragments</i>	

<i>Vocabulary</i>			
15.	Mar 6 Mon	*Analysis: "The Moose and the Sparrow"* Topic discussion and outline workshop for Short Essay #2	

16. Mar 8 Wed	<i>Journal quiz 7: Correcting grammatical errors</i>
<i>Grammar & sentence structure</i>	*Analysis: "Who Do You Think You Are?"*
17. Mar 13 Mon	Outlines due (5%).
18. Mar 15 Wed	<i>Journal quiz 8: Correcting punctuation</i>
<i>Punctuation & format</i>	*Analysis: sample annotated essay #2 (Engkent 222)*
19. Mar 20 Mon	Outlines returned and discussed. How to improve and revise.
20. Mar 22 Wed	<i>Journal quiz 9: Correcting capitalization</i>
<i>Self-critique</i>	*Analysis: "Lost in the Funhouse"*
21. Mar 27 Mon	Response workshop
22. Mar 29 Wed	Short Essay due (20%) <i>Journal quiz 10: Correcting MLA citation errors</i>
<i>Polishing</i>	Wrapping up: Research review
23. Apr 3 Mon	Exam Outlines due (5%): <i>These will be graded in-class, if you have not submitted them earlier.</i>
24. Apr 5 Wed	Last Class. Take-home exam preparations
Exam Period	Take-Home Exam (Research Paper 30%) due by April 25. <i>April 25: All take-home examinations are due.</i>

Marking: Carleton University uses the following 12-point grading scale (*Percentage Grade/Letter Grade/Number Grade*): 0-49% **F** (0), 50-52% **D-** (1), 53-56% **D** (2), 57-59% **D+** (3), 60-62% **C-** (4), 63-66% **C** (5), 67-69% **C+** (6), 70-72% **B-** (7), 73-76% **B** (8), 77-79% **B+** (9), 80-84% **A-** (10), 85-89% **A** (11), 90-100% **A+** (12). Note that 50% is the pass mark, so an F is a failing grade. Essays are generally marked for Content (30%), Organization (30%), Language (30%), and Handling (10%).

SUPPORT SERVICES & ACCOMMODATIONS:

Writing Tutorial Service (WTS): The [WTS](#) offers students one-on-one, personalized assistance with academic writing, free of charge. To make an appointment for a 50-minute session, call 613-520-2600, ext. 1125, book [online](#) via Carleton Central, or visit in person at the Centre for Student Academic Support (CSAS) on the 4th floor of the MacOdrum Library.

Centre for Student Academic Support (CSAS): The [CSAS](#) offers students a variety of free services, including academic skills workshops and information sessions. To learn more about these services, visit the Centre on the 4th floor of the MacOdrum library, contact them by phone at (613) 520-2600, x.1125, or visit [online](#).

Foot Patrol: The Foot Patrol is a student-run, volunteer-based service available to Carleton students, free of charge. Its patrollers will escort you safely to your destination, whether on or off campus (provided that it is within 30-minutes' walking distance of campus). For more information, visit [online](#). To register for a Safe-Walk, call 613-520-4066 or visit in person at 426 UC.

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 more details see the Student Guide.

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 see the Student Guide.

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).

Safety: Carleton Campus Safety is at 203 Robertson Hall. Campus Safe-Walk/Escort Service: 613 520-2600 ext. 4066. You can also arrange for a team to meet you outside your class every week.
<http://carleton.ca/university-safety/>

Plagiarism: The University Senate defines plagiarism as “presenting, whether intentional 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 serious offence which 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 include a mark of zero for the plagiarized work or a final grade of "F" for the course.

Students are strongly urged to familiarize themselves with the rules concerning academic fraud.

The Carleton Academic Integrity Policy is available on campus and also on the Web at:

<http://carleton.ca/senate/wp-content/uploads/Academic-Integrity-Policy1.pdf>

It is always the student's responsibility to practice academic diligence and to properly cite all sources. The consequences of academic fraud are extremely serious, and could jeopardize your academic future.