

ARTSSCI 1B03/Writing (2019-20, Term 1) McMaster University

Time/Location of Class: Monday 9:30-11:20pm (BSB 119), Tuesday 10:30-11:20pm (CNH 103)

Professor: Dr. Wendy D'Angelo

Office: TSH 505

Office Hour: Tuesday 11:30-12:20

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Teaching Assistant: Avleen Grewal (grewaa1@mcmaster.ca)

Course Description & Objectives:

This course introduces students to the fundamental principles of good writing. Students will develop and refine writing skills (understanding parts of speech and the general rules of composition) through assignments and activities that ask them to analyze, reflect upon and produce a variety of short written assignments in a range of styles. By the end of the course, the student will have gained familiarity with the fundamental concepts of writing that scholars use: reading closely to analyze texts for content and structure; questioning and using sources appropriately; choosing the most effective rhetorical patterns for the task; organizing a well-structured essay; and communicating one's ideas in clear and effective language.

Students will have the opportunity to engage with peers and the instructor during a weekly fifty minute writing assignment (during class) and will have two guest lectures from library staff on research questions and research ethics.

Three hours; one term

Required Texts:

- Joanne Buckley, *Fit to Print: The Canadian Student's Guide to Essay Writing*. 8th ed. Toronto: Harcourt, 2013.

Text available in the Campus Bookstore.

Writing samples will be provided on A2L. Some academic articles will be sourced by students through the library database as part of their learning objectives. Citations for these will be provided by the instructor.

Evaluation:

Weekly Group Work Assignments (10 @ 5% ea.) - 50%

Midterm Exam - 25% (Monday, October 21)

Final Exam - 25% (scheduled by the Office of the Registrar)

Note on Assigned Reading and Group Work Assignments

Every Tuesday students will have the opportunity to engage with peers while working on a timed group assignment. Topics are assigned in class on Tuesday based on the assigned readings/lecture material. Please bring scrap paper, your textbook, relevant writing sample (if applicable) and class notes and please be prepared to discuss and work on the questions with your peers. These assignments are due at the end of the class in which they are assigned (see syllabus for dates).

NB. Attendance is mandatory. Credit for group work cannot be earned by students in absentia (video/Skype calls to/from classmates during the assignment are not permitted).

Note on Exams

Lecture material and readings assigned between September 2 to October 8 (inclusive) will be on the midterm exam. The exam will consist of writing passages to analyze and/or rewrite in accordance with the parameters discussed in lecture and in the assigned readings.

The final exam will be cumulative but will focus more heavily on material covered between October 28 and December 3 (inclusive). The exam will consist of writing passages to analyze and/or rewrite in accordance with the parameters discussed in lecture and in the assigned readings. The date, time and location of the exam will be determined later in the term by the Office of the Registrar.

Sustainable Written Work Submission Guidelines

The written work submission guidelines for this course have been chosen to support the more sustainable use of paper, energy and toner. Four levels of criteria have been developed by the Office of Sustainability and encouraged for adoption by professors and faculties. The submission guidelines for this course meet the Gold standard. All written work must be submitted in the following format: no title page, double-sided, san serif font, single-spaced (or online when instructed). For more information about criteria for sustainable written work submissions, visit the Office of Sustainability website: <http://www.mcmaster.ca/sustainability/>

Policy on Missed Work, Extensions and Late Penalties

All extension requests must be communicated with the instructor at least one day prior to the due date of the assignment. Should you fail to perform such communication your assignment may not be protected from late penalties.

The late penalty for any assignment not submitted on time will be 10% per day for up to three calendar days. If you must use MSAF for any assignment please be sure to understand your responsibilities. You must send the instructor an email after using MSAF to work out an alternate date for you to complete the missed coursework. Any late submissions after that time will be subject to the stated late penalties.

The use of MSAF does not absolve you from completing the missed coursework. Should you fail to fulfil your responsibilities after submitting MSAF, and consequently fail to work out an alternate deadline with your instructor, you will receive no credit for the missed coursework.

McMaster Policy on Academic Integrity:

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences—e.g., the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty, please refer to the [Academic Integrity Policy](#), located at: <http://www.mcmaster.ca/academicintegrity>.

The following illustrates only three forms of academic dishonesty: 1) Plagiarism—e.g., the submission of work that is not one’s own or for which other credit has been obtained. 2) Improper collaboration in group work. 3) Copying or using unauthorized aids in tests and examinations.

McMaster Student Absence Form (MSAF):

In the event of an absence, students should review and follow the Academic Regulations in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work.” Please consult the MSAF statement on our website (<https://arts.mcmaster.ca/forms-requests/>) and direct any questions or concerns to Shelley Anderson or Madeline Van Impe in the Arts & Science Program Office.

Academic Accommodation of Students with Disabilities:

Students who require academic accommodation must contact [Student Accessibility Services \(SAS\)](#) to make arrangements with a Program Coordinator. SAS can be contacted by phone 905-525-9140 ext. 28652 or email sas@mcmaster.ca. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

Academic Accommodation for Religious, Indigenous, or Spiritual Observances (RISO):

Students requiring academic accommodation based on religious, indigenous, or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office (i.e. to Shelley Anderson or Madeline Van Impe in the Arts & Science Program Office) normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Email Contact and Student Responsibility Statement:

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L, and/or McMaster email. It is the

responsibility of students to check their McMaster email and course websites regularly during the term and to note any changes. Announcements will be made in class and by using the course email distribution list.

Syllabus:

Week of...	Weekly Readings: Those listed below are found in <i>Fit to Print</i> . Please check A2L weekly for additional writing samples.	Monday (1 hr 50 min.) BSB 119 GRAMMAR and STYLISTICS LECTURE	Tuesday (50 min.) CNH 103 GROUP WORK WRITING LAB
September 2	Purchase your text and read through course syllabus. Start reading!	Labour Day NO CLASS	Introduction to course/ General notions about writing and language structure: What makes good writing?
9	Developing the Essay p. 1-25	Parts of Speech p. 216-222; Clause structure; common conjunctions (coordinating; subordinating; correlative)	Group Work 1 Thesis statements/mapping ideas
16	Designing the Essay p. 33-58 Research p. 62-67;79-83	*Library Visit 1 (<i>Developing Research Questions</i>)	Group Work 2 Project is based on Library Visit 1
23	Choosing a Pattern of Development p. 52-61	Common Sentence Problems; Fragments; use of commas; sentence length p. 223-237; Paragraphs	Group Work 3 Review of Process: Patterns of development and Outlines Topic sentences and support/Paragraph development/ Drawing a conclusion
30	Drafting the Essay Text: p. 99-136 Documenting your paper p. 180-183 Using Secondary Sources p. 68-78	*Library Visit 2 (<i>Using Secondary Sources: Ethical Considerations/Paraphrasing</i>)	Group Work 4 Project is based on Library Visit 2

Week of...	Weekly Readings: Those listed below are found in <i>Fit to Print</i> . Please check A2L weekly for additional writing samples.	Monday (1 hr 50 min.) BSB 119 GRAMMAR and STYLISTICS LECTURE	Tuesday (50 min.) CNH 103 GROUP WORK WRITING LAB
October 7	Kinds of Essay Writing p. 140-154	Sentence combining and Punctuation; Transitional phrases p. 249-257; 237-248	Group Work 5 Review of Process Continued: Patterns of development and Outlines Topic sentences and support/Paragraph development/ Drawing a conclusion
14	Study and review for midterm exam!	BREAK	BREAK
21	Study and review for midterm exam!	Midterm Exam	<i>Review of concepts/Intro to: Kinds of Essay Writing</i>
28	Kinds of Essay Writing p. 154-169	Reducing Wordiness and Word Choice (using the dictionary and thesaurus) p. 260-265	Group Work 6 Modes of essay writing/analysis
November 4	Kinds of Essay Writing p. 169-180	Active and passive voice; tense	Group Work 7 Modes of essay writing/analysis
11	Kinds of Essay Writing p. 181-185	Grammar Review	Group Work 8 Modes of essay writing/analysis
18	[writing samples on A2L]	Style: Imitating the Masters	Group Work 9 Writing activity Part 1
25	[writing samples on A2L]	Style: Imitating the Masters	Group Work 10 Writing activity Part 2
December 2	Study and review for exam!	Style: Imitating the Masters (discussion and reflection)	<i>Open Question Period/Review for Exam</i>

*Library visits will take place in our regularly scheduled classroom.