

ARTSSCI 1B03/Writing 2020-21 Term 1 (Fall 2020) McMaster University

Time/Location of Class: Tuesday 4:30-5:20pm, Thursday 3:30-5:20pm

Professor: Dr. Wendy D'Angelo

Office Hour: Tuesday 4:30-5:20pm on Zoom

Email: dangelo@mcmaster.ca

Teaching Assistant: Prarthna Sakhuja: (sakhuja@mcmaster.ca)

COURSE DESCRIPTION AND OBJECTIVES

This course introduces students to the fundamental principles of good writing. Students will develop and refine writing skills (understanding parts of speech/grammar, using the library, and the general rules of composition and essay structure) through activities that ask them to analyze, reflect upon and critique a variety of short writing pieces 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; organizing a well-structured essay; and communicating one's ideas in clear and effective academic English.

Asynchronous with an online review/question hour through Zoom (approximately 3 hours of online review/lectures a week + reading); one term

REQUIRED TEXTS

- Resources (links, articles, audio/video lectures) are provided to students free of charge on A2L

EVALUATION

- Tests (5 @ 15% ea.) -75% (Timed/Online through A2L: Sept. 24th; Oct. 8th; Oct. 29th; Nov. 12th; Nov. 26th)
- Final Exam -25% (Take Home/Online through A2L: Dec. 14th by 4pm)

NOTE ON TESTS

Students will submit timed tests (1hr 50mins) on A2L on selected Thursdays (see syllabus) from 3:30-5:20.

NOTE ON FINAL EXAM

Students will complete an online exam with an open window for completion (approx 3 days). The exam is due on Dec. 14th by 4pm and is to be submitted through A2L (more instructions/details will be given during the course).

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 by email. Should you fail to perform such communication your assignment may not be protected from late penalties.

The late penalty for any marked piece of work not submitted on time will be 10% per day for up to three calendar days. If you must use MSAF for any marked work, 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 an MSAF, and consequently fail to work out an alternate deadline with your instructor, you will receive no credit for the missed coursework.

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SYLLABUS

Class times have been reserved for online timed testing and ZOOM reviews/office hours. **You must keep these times clear in your schedule.**

- **Tuesday (4:30-5:20) Online Review/Office Hours (these begin in week two of course)/** Please bring your questions. A Zoom invitation and passcode will be sent out to students on A2L.
- **Thursday (3:30-5:20) Open Book Timed Tests (see dates below); additional review if needed**

Week of...	Topics (Readings/Online Lectures are supplied on A2L)	Online Work to Submit (A2L)
September 7	Introduction to course/ Intake: What makes good writing? Grammar and Stylistics: Parts of Speech (nouns/noun phrases/adjectives/modifiers)	
14	Grammar and Stylistics: Compound and Complex Sentences/ Coordinating and Subordinating Conjunctions; the Semi-colon	
21	Grammar and Stylistics: Common Sentence Problems, Participial phrases and use of gerunds, use of commas and the the em dash (—) , sentence length, relative clauses	Test 1 Sept. 24th (Content from weeks of Sept. 7th -21st inclusive)
28	Grammar and Stylistics: Parallelism/ passive voice/sentence combining/ transitional phrases	
October 5	Grammar and Stylistics: Tense/ Active and Passive Voice/Sentence Variation/Putting Statements in Positive Form/ Word choice /Editing Practice	Test 2 Oct. 8th (Content from weeks of Sept. 28th -Oct. 5th inclusive)
October 12	BREAK	

Week of...	Topics (Readings/Online Lectures are supplied on A2L)	Online Work to Submit (A2L)
19	Library Consultation 1: Developing Research Questions, Developing a Thesis	
26	Library Consultation 2: Using Secondary Sources: Ethical Considerations/Paraphrasing), Research ethics/ Citations and Paraphrasing	Test 3 Oct. 29th (Content from weeks of Oct. 19th -October 26th inclusive)
November 2	Writing: Thesis statements/Route Maps/Audience/Tone	
9	Writing: Patterns of Development	Test 4 Nov. 12th (Content from weeks of Nov. 2nd -Nov 9th inclusive)
16	Writing: Patterns of Development/ Evaluating the Strength of a Work	
23	Writing: Kinds of Essay Writing Part 1/ Analysis and Reflection	Test 5 Nov. 26th (Content from weeks of Nov. 23rd -Nov 30th inclusive)
30	Writing: Kinds of Essay Writing Part 2/ Analysis and Reflection	
December 7	Review of Concepts: online office hours/review session will be extended this week (both the Tuesday and the Thursday of this week)	Final Exam (Cumulative/Online)- Due Date: December 14 at 4pm

SENATE-APPROVED ADVISORY STATEMENTS

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. **It is your responsibility to understand what constitutes academic dishonesty.**

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. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>.

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY / PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., online search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ONLINE ELEMENT

Some courses may use online elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses online elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

McMaster Student Absence Form (MSAF): In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

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 should submit their request to their Faculty 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.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to 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.

NOTES FOR ALL ARTS & SCIENCE COURSES

1. Some of the statements above refer to a "Faculty Office"; please note that the Arts & Science Program Office serves in this capacity.
2. It is the responsibility of students to check their McMaster email regularly. Announcements will be made in class, via A2L, and/or via the course email distribution list <d-as1B03@mcmaster.ca>.