

## **ARTSSCI 1B03/Writing (2021, Term 1) McMaster University**

Time/Location of Class: Wednesday 9:30-11:20am, Friday 9:30-10:20am

Professor: Dr. Wendy D'Angelo

Office Hours (ZOOM): Fridays from 10:30-11:20am (after our Friday session)

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### **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/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 across disciplines. 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.

Virtual (live/real time) through Zoom (110 minutes of lectures a week on Zoom + reading + 50 minutes of group work a week on Zoom); one term

Students will have a two hour weekly lecture on Wednesdays through Zoom and will have one interactive guest lecture from library staff on research questions and research ethics. Each Friday, students will have the opportunity to engage with peers, the instructor/ teaching assistant during a weekly fifty minute writing activity session.

Three hours; one term

### **Required Texts:**

Eric Henderson, *Becoming an Active Reader: A Complete Resource for Reading and Writing*. 3rd ed. Toronto: OUP, 2020.

### **Evaluation:**

Weekly Homework (to submit on A2L/ includes group work assigned on Fridays) - 20%

Midterm Exam - 40% (Online through A2L on October 27th)

Final Exam - 40% (Take Home on A2L due December 13th)

## **Note on Assigned Readings and Weekly Homework**

On Fridays, students will have the opportunity to engage with peers while working on assigned weekly homework. Additional group reflection questions/problems may be assigned in class on Friday based on the assigned readings/lecture material. Please have scrap paper, your textbook, relevant writing sample (if applicable) and class notes in front of you and be prepared to discuss and work on the questions with your peers. Though some homework will be discussion based, each student will submit their own work through A2L. Assigned readings and textbook activities must be completed before Friday's class to ensure full participation. More detail will be provided in lecture.

## **Note on Exams**

Lecture material and readings assigned between September 7 to October 22 (inclusive) will be on the mid-term 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 23 and December 8 (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 online exam will have an open window for completion (approximately 3 days). The exam is due on Dec. 13th by 4pm and is to be submitted through A2L (more instructions/details will be given during the course).

## **Sustainable Written Work Submission Guidelines**

All work will be submitted in digital format through A2L in this 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.

## **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, 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](http://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](mailto: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**

In the event of an absence for medical or other reasons, students should review and follow the [Policy on 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.
3. For additional information regarding requests for accommodation, relief for missed term work (e.g. MSAF), deferred examinations, etc., students should read carefully the Requests and Resources pages on the Arts & Science Program website.

## ARTSSCI 1B03 (Writing) Syllabus

Wednesdays (110 min.) - Lecture and Review

Fridays (50 min.) - Group Work Session (Students work on assigned work in breakout rooms with TA and Instructor support)

Week:	Weekly readings from our required course textbook: <i>Becoming an Active Reader: A Complete Resource for Reading and Writing. 3rd ed.</i>
September 8,10	Chapter 1: Essay Writing Basics (pp. 2-17) *Grammar and Stylistics
September 15,17	Chapter 2: Writing Summaries (pp. 20-24) *Grammar and Stylistics
September 22,24	Chapter 3: Rhetorical Analysis (pp. 28-32) *Grammar and Stylistics
September 29 October 1	Chapter 4: The Art of Argument (pp. 35-56) *Grammar and Stylistics
October 6, 8	Chapter 5: Writing the Research Paper (pp. 62-92) <i>We will have a visitor from McMaster Libraries (Topics will include: Developing Research Questions; Using Secondary Sources; Ethical Considerations; Paraphrasing)</i>
October 13,15	<b>BREAK (No classes this week)</b>
October 20,22	**Review and Analysis *Grammar and Stylistics
October 27, 29	Midterm Exam ( <b>Wednesday October 27th 9:30-11:20am on A2L</b> )
November 3,5	Chapters 6 & 7: Interacting with Texts; Critical Thinking (pp. 100-114) *Grammar and Stylistics
November 10,12	Chapter 8: An Introduction to Non-academic Texts (pp. 118- 123) *Grammar and Stylistics
November 17,19	Chapters 9 & 10: Conventions of: Academic Writing and Non-academic Writing (pp. 125-147) *Grammar and Stylistics
November 24,26	**Review and Analysis *Grammar and Stylistics
December 1,3	**Review and Analysis *Grammar and Stylistics

<b>Week:</b>	<b>Weekly readings from our required course textbook:</b> <i>Becoming an Active Reader: A Complete Resource for Reading and Writing. 3rd ed.</i>
December 8	Take home exam released and explained in class (Final Exam due: <b>Monday December 13th</b> ) Students will have the opportunity to work in groups today and ask questions. NB: This is the last day of classes for the term.

\*Grammar and Stylistics (Part iii of textbook/ pages assigned weekly in class/ lecture slides provided)

\*\* Review and Analysis (Readings will be assigned the previous week)