Arts & Science 1B03 / Writing

Term 1, 2014-15

Instructors
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Office Hours
Dr. Grisé, CNH/325: Wed. 10:30-11:30, Fri. 1:30-2:30 pm
Dr. Askey, TSH/602: Wed. 10:30-12:00, Thurs. 12:00-2:00 pm

Class Times
Tues., Wed., Fri., 9:30-10:20 am, BSB/120

Texts:
- Richard Wagamese, Indian Horse (2012), Common Reading Program book
- Additional materials will be made available on the course Avenue site.

Description:
This course aims to develop students' ability to use language in written communication, with a focus on academic writing in particular. Students will develop their writing skills through assignments and activities that ask them to produce, analyze, and reflect on written work in a range of genres. Effective communication skills are integral to a successful professional and personal life. This course will help you develop advanced academic skills in writing and researching, as well as provide you with an introduction to collaborating and presenting skills. Students will meet three times a week for a variety of activities—discussions, group work, question and answer periods, short lectures, in-class short exercises, peer review assignments, for example—as we work our way through the assigned textbook. There is no final exam in this course. Students are expected to do a significant amount of writing in the course, including a long essay assignment due at the end of term.

Goals:
In this course students will:
- Develop advanced skills in academic writing, including grammar, style, referencing, and disciplinary expectations.
- Cultivate proficiency in concise and precise writing, as well as knowledge of the connections between clear thinking and clear writing.
- Acquire university-level research and study skills.
- Enhance effective leadership and group communication skills.

Expectations:
As in all of your Arts & Science courses, your instructors are dedicated to providing an excellent learning environment for you in this course. In return, we expect a high level of commitment and hard work from you. You are responsible for your learning and are expected to participate actively in this course: it is through the effective collaboration of your instructors, your fellow students, and you that the course operates effectively.

**Evaluation:**

1. Weekly class attendance and participation, including workshop writing and reviewing: 15%

2. Short Assignments: 30%
   - Personal Skills Summary (250 words), week of Sept. 15-19, 5%
   - Abstract (250 words), week of Oct. 7-10, 5%
   - Précis (250 words), week of Oct. 7-10, 5%
   - Situation Problem Solution Paper (500 words), week of Nov. 4-7, 5%
   - Team Building Project and Poster Presentation, week of Nov. 25-28, 10%

3. Long Essay, scaffolded assignment, final length 2500-3000 words: 55%
   - a. Topic and Research Question (2 sentences), week of Sept 23-26, 5%
   - b. Annotated Bibliography (5 sources), week of Oct. 21-24, 5%
   - c. Proposal (300 words), week of Sept. 30-Oct. 3, 5%
   - d. Draft, pp 1-5 (1000-1250 words), due Oct. 29 (no Fri class), 10%
   - e. Draft, pp 6-10 (1000-1250 words), week of Nov. 11-14, 10%
   - f. Final draft (2500-3000 words), week of Dec. 2-3, 20%

Assignments will normally be due on the Friday of the deadline week (except 3.d, due Oct 29): if there is a change, the instructors will make an announcement in class and post the information on Avenue. Late assignments will lose 5/100 marks per business day. We will often be workshopping assignments in class so late assignments will not only affect your assignment grade but also your class participation grades.

**Academic Integrity**

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](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.

**Absences**
**McMaster Student Absence Form (MSAF):**
This is an online, self-reporting tool for students to report absences due to minor medical situations that last up to 5 days and to request accommodation for any missed academic work that is worth less than 30% of the final grade. Please note that this tool cannot be used during any final examination period. It is the prerogative of the instructor to determine the appropriate relief for missed term work. You may submit a maximum of one request per term. The form should be filled out immediately when you are about to return to class after your absence. It is your responsibility to follow up with your instructor immediately (within two working days) about the nature of the accommodation.

If you are absent for more than 5 days, have missed academic work worth 30% or more, or exceed one request per term, you must see Shelley Anderson or Rebecca Bishop in the Arts & Science Program office (C-105). You will be required to provide supporting documentation.

**Email Contact and Student Responsibility**
**Please Note:**
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. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of students to check their McMaster email and course websites weekly during the term and to note any changes. Announcements will be made in class and by using the course email distribution list.

**Academic Accommodation of Students with Disabilities**
Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or email sas@mcmaster.ca. For further information, consult McMaster University’s Policy for Academic Accommodation of Students with Disabilities.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Class topics</th>
<th>Readings &amp; Assignments (IC=in-class, BC=before class, AD= assignment due)</th>
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<tbody>
<tr>
<td>1a:</td>
<td>Sept. 5</td>
<td>Introduction to course</td>
<td>Long essay assigned (IC)</td>
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<td>1b:</td>
<td>Sept. 9, 10, 12</td>
<td>Time Management, Study Skills, Getting Started</td>
<td>LBCH Chs 1.1, 2.8-9, 6 (all) (BC 1)</td>
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<td>UNC web (BC 1)</td>
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<td>Troyka Ch W1 (BC 2)</td>
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<td>SGS web (BC 2)</td>
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<td>Student Learning Styles assessments (IC, BC 3)</td>
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<td>2:</td>
<td>S 16, 17, 19</td>
<td>Using the Library, Doing Research</td>
<td>LBCH Ch 7.50-52, Ch 4.21-32 (BC)</td>
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<td>Sentence Parts and Patterns</td>
<td>MyCompLab&gt;Research&gt;The Research Assignment&gt;Finding Sources (BC)</td>
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<td>Personal Skills Summary (AD)</td>
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<td>3:</td>
<td>S 23, 24, 26</td>
<td>Summaries, Reviews, Abstracts</td>
<td>Declaration of Essay Topic (AD)</td>
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<td>Clarity and Style, Variety</td>
<td>LBCH Ch 3.15-17 (BC)</td>
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<td>and Emphasis</td>
<td>Messenger et al Ch 4 (BC)</td>
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<td>Behrens Ch 1 (BC)</td>
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<td>Liebman web (BC)</td>
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<td>4:</td>
<td>S 30, Oct. 1, 3</td>
<td>Proposals</td>
<td>Proposal (AD)</td>
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<td>The Writing Process - Style</td>
<td>LBCH Ch 5, Ch 8.55-57</td>
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<td>Punctuation</td>
<td>Goshert Ch 10 (BC)</td>
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<td>USC web (BC)</td>
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<td>MyCompLab: Writing&gt;The Writing Process&gt;Planning (BC)</td>
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<td>MyCompLab&gt;Research&gt;The Research Assignment&gt;Writing the Research Paper (BC)</td>
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<td>Week</td>
<td>Dates</td>
<td>Topics</td>
<td>Resources</td>
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| 5    | Oct. 7, 8, 10 | The Writing Process – Planner or Explorer? and Prewriting | Abstract and Précis (AD)  
  - LBCH CH 5.18-20 (BC)  
  - LBCH Chs 1.2-3, 2.10 (BC)  
  - Kane WWS (BC)  
  - KU web (BC)  
  - SGS web (BC)  
  - Myers-Briggs assessment (IC) |
|       |       | Concision and the Well-Written Sentence |       |
| 6    | Oct. 14, 15, 17 | Situation-Problem-Solution-Evaluation Essays and Creative Problem Solving Active Listening | Marshall Ch 9 (BC)  
  - Franz, Small Group Communication (BC)  
  - Gould web (BC) |
|       |       | Concision continued |       |
| 7    | Oct. 21, 22, 24 | Research Papers and Integrity Sentence Faults | Annotated Bibliography (AD)  
  - LBCH Ch 7.53-54, Ch 8.58-62, Ch 4.33-37 (BC)  
  - MyCompLab>Research>Avoiding Plagiarism (BC) |
| 8    | Oct. 28, 29 (no Fri class) | Using Sources Drafting | Draft, pp 1-5 (AD)  
  - LBCH Ch 1.4 (BC)  
  - MyCompLab>Research>The Research Assignment>Evaluating Sources and >Integrating Sources (BC)  
  - ESC web (BC)  
  - Rippin Ch 10 (BC) |
| 9    | Nov. 4, 5, 7 | SPSE and CPS continued Groups and Team Communication | SPSE paper (AD)  
  - Sheehan-Johnson Ch 20 (BC)  
  - Belbin, Management Teams, Ch 10 (BC)  
  - Ellis, Communication Skills (BC)  
  - Belbin Team Roles Summary (BC)  
  - Belbin assessment (IC) |
| 10   | Nov. 11, 12, 14 | Draft workshops *Special attendance requirements this week | Draft, pp 6-10 (AD)  
  - MyCompLab: Writing>The Writing Process>Drafting (BC)  
  - Supplementary readings on presentations available on Avenue |
<p>| 11   | Nov. 18, 19 | Revising and Editing | LBCH Ch.1.5-6, 2.13 (BC) |</p>
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<tr>
<th>Week</th>
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<th>Topic</th>
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<tbody>
<tr>
<td>11</td>
<td>21</td>
<td>Effective Presentations</td>
<td>Norton and Green Unit 3 (BC) MyCompLab: Writing &gt;The Writing Process&gt; Revising (BC)</td>
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<td>12</td>
<td>12: N 25, 26, 28</td>
<td>Team Building Projects *Special attendance requirements this week</td>
<td>Group projects (AD) Manz, Ch 4 HBR, Managing Teams</td>
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<tr>
<td>13</td>
<td>13: Dec. 2, 3 No Fri. class</td>
<td>Final draft workshops *Special attendance requirements this week</td>
<td>Final draft (AD)</td>
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