Texts:
- 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 instructor 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 instructor, 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:** 20%
   - Abstract (250 words), 5%
   - Précis (250 words), 5%
   - Mind Map of Research Project, 5%
   - Response Paper to Group Research Interests, 5%
3. **Long Essay, scaffolded assignment, final length 2500-3000 words:** 65%
   - a. Topic and Research Question (2 sentences), 5%
   - b. Annotated Bibliography (5 sources), 5%
   - c. Proposal (300 words), 10%
   - d. Draft, pp 1-5 (1000-1250 words), 10%
   - e. Draft, pp 6-10 (1000-1250 words), 10%
   - f. Final draft (2500-3000 words), 25%

Assignments will normally be due on the Friday of the deadline week; if there is a change, the instructor 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):
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.” Please also see the MSAF statement on our website (http://artsci.mcmaster.ca/forms-requests/) and direct any questions or concerns to Shelley Anderson or Rebecca Bishop in the Arts & Science Program Office as appropriate.

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.

Sustainable Written Work Submission Guidelines

The written work submission guidelines have been chosen to support the more sustainable use of paper, energy, and toner, and meet the Gold standard of the Office of Sustainability www.mcmaster.ca/sustainability.
All written work should be submitted in the following format: double-sided printing; no title page; sans-serif font.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class topics</th>
<th>Readings &amp; Assignments (IC=in-class, BC=before class, AD= assignment due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Sep 8, 9, 11</td>
<td>Introduction to course Topics Exploration Resources: writing in the public interest</td>
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<tr>
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<td>Long essay assigned (IC)</td>
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<td></td>
<td></td>
<td>LBCH Chs 1.1, 2.8-9, 6 (all) (BC 1)</td>
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<tr>
<td></td>
<td></td>
<td>UNC web (BC 1)</td>
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<td></td>
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<td>Troyka Ch W1 (BC 2)</td>
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<td></td>
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<td>SGS web (BC 2)</td>
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<tr>
<td>Week 2</td>
<td>Sep 15, 16, 18</td>
<td>Using the Library, Doing Research Sentence Parts and Patterns Group Topic winnowing</td>
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<td>LBCH Ch 7.50-52, Ch 4.21-32 (BC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MyCompLab&gt;Research&gt;The Research Assignment&gt;Finding Sources (BC)</td>
</tr>
</tbody>
</table>
| Week 3 | Sept 22, 23, 25 | Summaries, Reviews, Abstracts Clarity and Style, Variety and Emphasis | **Topic and Research Question (AD 9/25)**  
LBCH Ch 3.15-17 (BC)  
Messenger et al Ch 4 (BC)  
Behrens Ch 1 (BC)  
Liebman web (BC) |
|---|---|---|---|
| Week 4 | Sep 29, 30  
Oct 2 | Proposals The Writing Process – Style Punctuation | **Proposal (AD 10/2)**  
LBCH Ch 5, Ch 8.55-57  
Goshert Ch 10 (BC)  
USC web (BC)  
MyCompLab: Writing> The Writing Process> Planning (BC)  
MyCompLab>Research> The Research Assignment> Writing the Research Paper (BC) |
| Week 5 | Oct 6, 7, 9 | The Writing Process – Planner or Explorer? and Prewriting Concision and the Well-Written Sentence | **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) |
| Week 6 | Oct 13, 14, 16 | Fall Recess (Thanksgiving) NO CLASS THIS WEEK |---|
| Week 7 | Oct 20, 21, 23 | Research and Creativity Writing as thinking, art Affect in writing | **Mind Map of Research to Date (AD 10/23)**  
*Sin and Syntax*  
*Syllabus* |
| Week 8 | Oct 27, 28, 30 | Research Papers and Integrity Sentence Faults | **Annotated Bibliography (AD 10/30)**  
LBCH Ch 7.53-54, Ch 8.58-62, Ch 4.33-37 (BC)  
MyCompLab>Research> Avoiding Plagiarism (BC) |
| Week 9 | Nov 3, 4, 6 | Using Sources Drafting | LBCH Ch 1.4 (BC)  
MyCompLab>Research>The Research Assignment>Evaluating Sources and >Integrating Sources (BC)  
ESC web (BC) |
|---|---|---|---|
| Week 10 | Nov 10, 11, 13 | Draft workshops  
*Special attendance requirements this week | Draft, pp 1-5 (AD 11/13)  
MyCompLab: Writing>The Writing Process> Drafting (BC)  
Supplementary readings on presentations available on Avenue |
| Week 11 | Nov 17, 18, 20 | Revising and Editing | Draft, pp 6-10 (AD 11/20)  
LBCH Ch.1.5-6, 2.13 (BC)  
Norton and Green Unit 3 (BC)  
MyCompLab: Writing>The Writing Process> Revising (BC) |
| Week 12 | Nov 24, 25, 27 | The academic conversation  
Group “conference” presentations on research to date | Response paper to group research projects (AD 11/28) |
| Week 13 | Dec 1, 2, 4 | Final draft workshops  
*Special attendance requirements this week | Final draft (AD) |