



AMBROSE

EN 110 Effective Writing  
Fall 2010  
Dr. Cornelia Burian

**Class Location:** A2141

**Class Times:** Wed 18:30 – 21:00 should be T/Th 4:00-5:15pm

**Office:** Room L2074

**E-mail:** cburian@ucalgary.ca

**Office Hours:** Wed 17:30 -18:20 or by appointment

### Course Description

This course is designed to develop the student's ability to write university level essays. All aspects of essay writing will be covered, especially basic grammar, sentence and paragraph structure, as well as citation conventions.

This course has an existing transfer credit agreement through Alberta Council on Admissions and Transfer. Please visit [www.transferalberta.ca](http://www.transferalberta.ca) for details.

### Course Objectives

English 110 aims to help students

- achieve competence with the sentence
- achieve competence with the paragraph
- achieve competence with the academic essay
- view writing competence as a lifelong achievement.

### Required Texts

Hacker, Diane. *A Canadian Writer's Reference*. 6th ed. Boston: Bedford/St. Martin's, 2009.  
Supplementary Reading—as assigned (a variety of sources, posted online)

Dictionary: Students should consider purchasing a good dictionary (such as the Oxford) to support their writing and their entire course of studies.

### Course Requirements

1. Assignments are due at the beginning of class on the dates specified. A penalty of 5% will be deducted for each calendar day a written project is late. Late assignments will not be accepted after graded assignments have been returned to the class.
2. Written assignments must conform to the designated formats. Students are required to keep an extra copy of each assignment (on disk, as a hard copy, or both).
3. To receive a passing grade in the course, all assignments must be submitted to the instructor.

4. Plagiarism in any of its forms will not be tolerated. All instances of plagiarism will be forwarded to the Academic Affairs Committee.
5. Students may not submit work done for another class.
6. The student is responsible for all the information given in class, and also for any changes to the syllabus announced in class.
7. As in all English courses, spelling, punctuation, grammar, style, and format are important in all your written work, including exams. Shortcomings in these areas will be reflected in your marks.
8. Regular attendance and punctuality are expected. Your participation mark will reflect your engagement in the class.
9. Please use technology RESPECTFULLY – make sure your cell phone is either turned off or on vibrate. Audio or video recordings of lectures are NOT allowed.

**Grading:**

Assignment 1	10%
Assignment 2	10%
Assignment 3 (essay)	10%
Assignment 4 (essay)	20%
Research assignment	10%
Final exam	30%
Participation	<u>10%</u>
	100

Please refer to our semester plan (posted online) for due dates/ lecture topics

Final grades for the course appear as letter grades. The table below shows the percentage equivalents for each letter grade. An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Letter Grade	Percentage
A+	96-100
A	91-95
A-	86-90
B+	82-85
B	75-81
B-	72-74
C+	68-71
C	63-67
C-	60-62
D+	59-59
D	50-55
F	0-49

Semester Plan/ Due Dates:

Thur, September 10 Introduction to the course: Welcome to EN110

Tue, September 14 Writing Clearly, Concisely and Well: Grammar in Context

Thur, September 16 Writing Clearly, Concisely and Well: Grammar in Context

Tue, September 21 Thinking, Writing, and Reading

Thur, September 23 Thinking, Writing, and Reading

Tue, September 28 Writing Purpose and Situation

Thur, September 30 Writing Purpose and Situation

**Assignment #1 due**

Tue, October 5 Stages in Essay Writing

Thur, October 7 Stages in Essay Writing

Tue, October 12 Paragraph Development and Essay Basics

Thur, October 14 Paragraph Development and Essay Basics

**Assignment #2 due**

Tue, October 19 Paragraph Development and Essay Basics

Thur, October 21 Community Day – NO CLASS

Tue, October 26 Logical Arguments, Recognizing Fallacies

Thur, October 28 Logical Arguments, Recognizing Fallacies

**Assignment #3 due**

Tue, November 2 Research, Avoiding Plagiarism, MLA documentation style

Thur, November 4 Research, Avoiding Plagiarism, MLA documentation style

Tue, November 9 Editing and Proofreading your Essay: A Grammar Review

Thur, November 11 Remembrance Day – NO CLASS

Tue, November 16 Editing and Proofreading your Essay: A Grammar Review

Thur, November 18 Writing about Literature

**Assignment #4 due**

Tue, November 23 Writing about Literature

Thu, November 25 Writing about Literature

Tue, November 30 Non-Academic Forms of Writing

Thur, December 2 Non-Academic Forms of Writing

**Research Assignment due**

Tue, December 7 Review and Preparation for the Final Exam

Thur, December 9 Review and Preparation for the Final Exam

Monday, December 13, 9:00am-12:00noon Final Exam (A2141)

## **Important Notes/Dates:**

*The last day to enter a course without permission and / or voluntary withdrawal from a course without financial penalty – Friday, September 17, 2010.*

*The last day to voluntarily withdraw from a course or change to audit without academic penalty – Friday, November 12, 2010.*

*Students may request revised final exams if they have three exams in one 24-hour period or two exams at the same time. Final exam schedule revision request forms are available at the Registrar's Office and must be handed in by Monday, November 29, 2010. If you do not have your request in by this date, all exams within a 24-hour period will have to be written as scheduled. If you have two exams at the same time, you will be given four hours to write both exams.*

*Graded final examinations will be available for supervised review at the Academic Office (L2044) and will be destroyed after six months.*

*Please note that final grades will be available on your student portal. Printed grade sheets are no longer mailed out.*

*It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Student Handbook and Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).*

*Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "Course Extension" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."*

*We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar and the Student Handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean.*

*Students are advised to retain this syllabus for their records.*

*Course changes, including adding or dropping a course, may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.*

*Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of 'W' will be recorded on the student's transcript for any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). 'W' grades are not included in grade point average calculations. A limit on the number of courses from which Academic a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.*

*An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.*

*Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be familiar with the policy statements in the current academic calendar and the student handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.*

***Enjoy your Semester!***