



A M B R O S E

EN 110 Effective Writing (Winter 2010)

Course Description

This course serves 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 construction, as well as citation conventions.

Class Schedules

time: Wednesday and Friday 11:15-12:30
place: A2210

Instructor Information

name: Matthew McCabe
email: mmccabe@ambrose.ed
office: L 2062
office hours: Wednesday and Friday 2:00-4:00 or by appointment

Textbooks

1. Hacker, Diane. *A Canadian Writer's Reference*. 4th ed. Boston: Bedford/St. Martin's, 2008. *The third or fifth editions are also acceptable.*
2. Supplementary Reading – as assigned (a variety of sources, handed out in class)
3. Dictionary: students should consider purchasing a good dictionary (such as the Oxford) to support their writing and their entire course of studies.

Course Outline

6 Jan. Course introduction; audience; diction	8 Jan. the sentence: foundational grammar
13 Jan. subject-verb agreement; prewriting; thesis	15 Jan. Essay 1 due subject-verb agr.; paragraph
20 Jan. pronoun agr.; documentation	22 Jan. pronoun agr.; MLA documentation
27 Jan. basic punctuation	29 Jan. Essay 1a due (Essay 1 revised) punctuation; compare and contrast
3 Feb. intro. paragraph; compare and contrast	5 Feb. transitions
10 Feb. transitions cont'd; documentation review	12 Feb. Essay 2 due editing; wordy
(17 Feb.) MIDSEMESTER BREAK	(19 Feb.)

24 Feb. review	26 Feb. Midterm Exam
3 March controversial writing	5 March persuasive voice
10 March mistakes to avoid	12 March parallelism
(17 March) Global Impact Day—no class	19 March Essay 3 due parallelism; prose rhythm
24 March unity, coherence, emphasis	26 March analyzing texts
31 March analyzing texts	(2 Apr.) Good Friday—no class
7 Apr. review	9 Apr. mock exam

Expected Learning Outcomes

EN 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.

Course Requirements

1. All students must enrol in the course at <http://moodle.ambrose.edu> and check for updates on the Moodle coursepage regularly.
2. Students should do all the prescribed readings and homework before class and be prepared to participate in class discussion. Homework assignments, posted on Moodle, will be made available within four hours of the end of each class. It is the responsibility of students to check the Moodle coursepage regularly for all homework assignments and for other information pertaining to the class.
3. Assignments are due **in hardcopy** 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.*
4. Written assignments must conform to the designated formats. Students are required to keep an extra copy (electronic or printed) of each assignment.
5. Missed exams will only be made up if supported by the appropriate documentation (for example, a doctor's note).
6. Plagiarism in any of its forms will not be tolerated. All instances of plagiarism will be forwarded to the Deans' Council.
7. Students may not submit work done for another class.
8. The student is responsible for all the information given in class, and also for any changes to the syllabus that are announced in class.

9. 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.
10. Regular attendance and punctuality are expected. After the third unexcused absence, each subsequent unexcused absence will result in a loss of one participation mark.

Calculation of Final Mark

Essay 1	5%
Essay 1a	10%
Essay 2	15%
Essay 3	20%
Quiz	5%
Midterm exam	10%
Final exam	25%
Participation	<u>10%</u>
	100

Final Grade Equivalent

<u>Letter Grade</u>	<u>Mark</u>	<u>Description</u>
A+	96-100	Excellent
A	91-95	
A-	86-90	
B+	82-85	
B	75-81	Good
B-	72-74	
C+	68-71	
C	63-67	Satisfactory
C-	60-62	
D+	56-59	
D	50-55	Minimal Pass
F	0-49	Failure

Important Notes/Dates

The last day to enter a course without permission and/or voluntary withdrawal from a course without financial penalty is Friday, January 15.

The last day to voluntarily withdraw from a course or change to audit without academic penalty is Friday, March 12.

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.

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.