



**EN 110 Effective Writing – section 1  
(Winter 2011)**

**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**

Meeting times: Wednesday/Friday 8:15 – 9:30  
Room: A2131

**Instructor Information**

Matthew McCabe                      mmccabe@ambrose.edu                      Room L2062  
Office hours: Wednesday/Thursday, 2:30 - 4:30 or by appointment

**Textbooks**

1. Hacker, Diane. *A Canadian Writer’s Reference*. 4<sup>th</sup> ed. Boston: Bedford/St. Martin’s, 2009. *Required*.
2. EN 110 Coursepack. *Available in Bookstore. Required*.
3. Dictionary. *Recommended. Students should consider purchasing a good dictionary (such as the Oxford) to support their writing and their entire course of studies.*

**Course Outline**

12 Jan. Course introduction; audience, diction	14 Jan. foundational grammar; description
19 Jan. prewriting; thesis; analysis	21 Jan. subject-verb agr.; paragraph
26 Jan. pronoun agr.; documentation	28 Jan. basic punctuation; intro., conclusion
2 Feb. <i>Essay 1 due</i> Punctuation	4 Feb. persuasive voice
9 Feb. MLA documentation	11 Feb. <i>Midterm Test</i> MLA documentation
16 Feb. editing; wordy	18 Feb. <i>Essay 2 due</i> connotation
22-25 February	<i>Mid-Semester Break</i>
2 Mar. prose rhythm	4 Mar. literary analysis

9 March – <i>Global Impact Day – No Class</i>	11 March analyzing texts
16 March analyzing texts	18 March parallelism, wordy
23 March <i>Essay 3 due</i> parallelism	25 March controversial writing
30 March Voice	1 Apr. logic and argument
6 Apr. <i>Essay 4 due</i> logic and argument	8 Apr. mock exam
13 Apr. review	

### 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. At the end of the semester, all students will have earned a class participation mark that will comprise 10% of the final mark. This mark is assigned on the basis of students' attendance, preparation, and class participation.
3. 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.
4. 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.*
5. To receive a passing grade in the course, students must submit all assignments, tests, and quizzes to the instructor.
6. Written assignments must conform to the designated formats. Students are required to keep an extra copy (electronic or printed) of each assignment.
7. Missed exams will only be made up if supported by the appropriate documentation (for example, a doctor's note).
8. Plagiarism in any of its forms will not be tolerated. All instances of plagiarism will be forwarded to the Deans' Council.

9. Students may not submit work done for another class.
10. The student is responsible for all the information given in class, and also for any changes to the syllabus that are announced in class.
11. 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.
12. Regular attendance and punctuality are expected. After the third unexcused absence, each subsequent unexcused absence will result in a loss of one participation mark.
13. The instructor reserves the right to prohibit laptops in the classroom should they prove to be a distraction. If this becomes the case, students should be prepared to take handwritten notes.

### Calculation of Final Mark

Essay 1	5%
Essay 2	10%
Essay 3	15%
Essay 4	20%
Quizzes	5%
Midterm test	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	Good
B+	82-85	
B	75-81	
B-	72-74	
C+	68-71	Satisfactory
C	63-67	
C-	60-62	
D+	56-59	Minimal Pass
D	50-55	
F	0-49	Failure

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

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.

### **Important Notes/Dates:**

The last day to enter a course without permission and /or voluntary withdrawal from a course without financial penalty (**drop**) – Friday, September 17, 2010 (Fall semester) or Friday, January 21, 2011 (winter semester). These courses will not appear on the student’s transcript.

*Students may change the designation of any class from credit to audit, or drop out of the “audit” up to the “drop” date indicated above. After that date, the original status remains and the student is responsible for related fees. Please note that this is a **new policy**, beginning in the 2010-2011 academic year.*

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. The last day to voluntarily withdraw from a course without academic penalty (**withdraw**) – Friday, November 12, 2010 (Fall semester) or Friday, March 18, 2011 (Winter semester). A grade of “W” will appear on the student’s transcript.

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.

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. 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 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 and become part of the student’s permanent record.

The instructor reserves the right to prohibit laptops in the classroom should they prove to be a distraction. If this becomes the case, students should be prepared to take handwritten notes.

Students are advised to retain this syllabus for their records.