

**CAPILANO UNIVERSITY
COURSE OUTLINE**

TERM: FALL 2017

COURSE NAME: University Writing Strategies

INSTRUCTOR: TBA

COURSE NO: English 100

CREDITS: 3

COURSE FORMAT:

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES:

See information on English Diagnostic Test in the Registration section of the University Calendar

NOTE:

For the focus of the course each term, see the "Courses" page on the English Department website.

COURSE DESCRIPTION:

This university writing course introduces students to foundational strategies for critical reading, analytical thinking, and clear writing. Through the exploration of topical questions in local and global contemporary culture, the course teaches core skills for active reading and discussion, and provides students with opportunities to write in a range of forms and genres from blog posts to critical analysis to research projects. Revision and detailed individual feedback are fundamental components of the course. Modules on research literacy are taught in collaboration with the university library. Modules on editing, revision, and digital literacy are taught in collaboration with the Capilano Writing Centre.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course students will be able to

- write fluently and grammatically in a range of academic forms and genres;
- read actively and closely through annotating, elaborating, reflecting and questioning;
- summarize, paraphrase, and quote sources in written and oral form;
- analyze and synthesize at the first-year university level;
- construct well-reasoned arguments employing effective rhetorical strategies in writing and in group discussions;
- explain the significance of global and local cultural issues raised in literary texts and other media;
- demonstrate information literacy skills following a library-based introduction to university level research methods;
- document source material using professional styles such as MLA and APA;
- apply techniques for revising and editing;
- produce a foundational e-portfolio.

REQUIRED TEXTS:

A course package with a variety of readings from across the disciplines
 A novel, memoir, or magazine of new writing
 A style guide such as OUP's *Writing with Style*
 A handbook such as *The Cap Guide to Writing Assignments*

COURSE CONTENT:

<i>Topics</i>	<i>Approx. Time Allotted (weeks)</i>
Close reading strategies	3.0
Citing others – summary, paraphrase, quotation	2.0
Techniques for revising and editing	2.0
Critical response, argument and synthesis	3.0
Finding and evaluating sources	1.5
Introduction to e-portfolio	1.5
Exam period	<u>2.0</u>
	15

COURSE ASSIGNMENTS and EVALUATION PROFILE:

<i>Evaluation Profile</i>	<i>Range</i>
Objective summary	15-20%
Argument	20-25%
Synthesis Analysis	20-25%
Research Project	20-25%
E-Portfolio	05-15%
Participation	0-10%

You will be graded on your ability to complete the following:

- **Objective Summary:** reduce an argument to its essentials in grammatical prose with MLA referencing;
- **Paper 1, Argument:** write a well-focused argument in which you discuss a topical issue raised in a course reading in clear, lively prose using rhetorical strategies examined in class;
- **Paper 2, Synthesis Analysis:** write a critical essay which relates ideas from multiple assigned readings framed within your own analysis;
- **Paper 3, Research Project:** defend a position, clearly and logically, using a range of rhetorical strategies, with the support of academic research, documenting all sources correctly using MLA or APA style;
- **E-Portfolio:** present revised work and reflection(s) on your Word Press site;
- **Participation:** contribute thoughtfully to class discussion of weekly readings and film viewing, complete library modules and attend Writing Centre tutorials.

GRADE PROFILE:

A+ = 90 - 100%	B+ = 77 - 79%	C+ = 67 - 69%	D = 50 - 59%
A = 85 - 89	B = 73 - 76	C = 63 - 66	F = 0 - 49
A- = 80 - 84	B- = 70 - 72	C- = 60 - 62	

OPERATIONAL DETAILS:

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance:

Good attendance and participation are crucial to your success in this course. You are expected to come to class having completed all assigned reading and ready to contribute to class discussion. This may involve you reading a text more than once so plan your time accordingly. Also, it's your responsibility to gather notes and collect handouts after any class missed. If you miss several classes without good reason you may fail.

Late Assignments:

Late assignments are accepted at the discretion of the instructor but with a penalty of 5% per day. You will not have the opportunity to rewrite papers once they are graded; however, before you submit your work you are encouraged to take drafts to the Writing Centre (Fir 402) or consult your instructor during an office hours or by email.

Missed Exams:

Make-up tests are only given following a medical emergency or a severe personal crisis. Students should be prepared to provide proof they were unable to write the test on the scheduled date (e.g. a letter from a doctor).

English Usage:

It is the responsibility of students to proof-read all written work for any grammatical, spelling and stylistic errors. Marks will be deducted for incorrect grammar and spelling.

Incomplete Grades:

These are given only in medical emergencies or during severe personal crises.

Electronic Devices:

No personal electronic devices (cell phones, pagers, calculators, electronic dictionaries, etc.) may be used during an examination without prior approval from the instructor. During classes and exams, turn off all cell phones and pagers and remove them from your desk.

Emergencies:

Students are expected to familiarise themselves with the emergency procedures posted on the wall of the classroom.