



## **ENGL\*1030 Effective Writing**

Fall 2020

Section(s): 01

School of English and Theatre Studies

Credit Weight: 0.50

Version 1.00 - August 18, 2020

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### **1 Course Details**

#### **1.1 Calendar Description**

This course is designed primarily for those not pursuing a specialization in English and focuses on the development of the skills for effective writing. Topics will include sentence and paragraph structure, essay organization, and the implementation of convincing written arguments. Students will apply these skills to the completion of several written assignments, culminating in a short work of non-fiction prose.

#### **1.2 Course Description**

This course, which is designed primarily for those not pursuing a specialization in English, will focus on the development of the skills for effective writing. Within an interactive, learner-centered virtual classroom environment, students will gain an appreciation of strong written communication skills and will be encouraged to develop a facility for written self-expression. Topics will include sentence and paragraph structure, essay organization, and the implementation of convincing written arguments. Students will apply these skills to the completion of several written assignments, culminating in the completion of a short persuasive essay. This course will be of particular interest to students seeking to fulfill writing/English course requirements for professional school application.

#### **1.3 Timetable**

ENGL 1030 will be conducted fully online.

#### **1.4 Final Exam**

The final exam will be conducted as a take home assignment. Details will be available in the first week of classes.

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## 2 Instructional Support

### 2.1 Mode of Instruction

This course will be facilitated fully online. Students will require access to the web, and all teaching resources and readings will be accessible from the ENGL 1030 CourseLink site. The course will include discussion of course materials via the conferencing apparatus on CourseLink.

#### Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website [[hyperlink to the website](#)] and circulated by email.

#### Illness

The University will not require verification of illness (doctor's notes) for the fall 2020 or winter 2021 semesters.

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## 3 Learning Resources

### 3.1 Required Resources

For this online iteration of ENGL 1030 course resources will be accessible via our CourseLink site. Students will not need to purchase any texts for this course.

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## 4 Learning Outcomes

### 4.1 Course Objectives

By the end of this course, you should be able to:

- Describe and apply basic strategies for effective writing
- Explain the functions of the parts of an essay
- Write a short, coherent, grammatically correct persuasive essay

## 5 Teaching and Learning Activities

### 5.1 Weekly Activities

ENGL 1030 is carefully designed to take students through 12 weekly units, as indicated on the CourseLink site. The instructor and the TAs will guide students through these units via class discussion, documents posted to the site and weekly communications via course messages.

## 6 Assessments

### 6.1 Marking Schemes & Distributions

#### Method of Evaluation

Writing Skills quizzes (3 x 10%) 30%

Introductory Paragraph 10%

Short Essay 20%

Class Reflection	10%
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Final Exam	30%
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## 7 University Statements

### 7.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

### 7.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

### 7.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

## 7.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

## 7.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance and not later than the 40th Class Day.

For Guelph students, information can be found on the SAS website  
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website  
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 7.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community—faculty, staff, and students—to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be

construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## **7.7 Recording of Materials**

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## **7.8 Resources**

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

## **7.9 Disclaimer**

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

## **7.10 Illness**

The University will not require verification of illness (doctor's notes) for the fall 2020 or winter 2021 semesters.

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