



# CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: FALL 2020	COURSE NO: ENGL 100	
INSTRUCTOR:	COURSE TITLE: University Writing Strategies	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

## 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.

## CALENDAR 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.

## COURSE NOTE

ENGL 100 is an approved Literacy course for Cap Core requirements.

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

## REQUIRED TEXTS AND/OR RESOURCES

*The Capilano Guide to Writing Assignments* (latest edition) [abbreviated to "CGW" on syllabus]

All other assigned readings will be distributed in class by the instructor or available on Moodle.

Students **must** print, annotate, and bring these readings to class on the days they are to be discussed. Failure to bring printed and annotated texts to class will negatively affect students' participation grades.

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

- 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;
- practice critical thinking, 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 ePortfolio.

**Students who complete this Literacy course will be able to do the following:**

- Identify and use writing conventions expected for a specific discipline or task, including organization, content, presentation, format, citation, and style;
- Assess the relevance, adequacy, and credibility of information, arguments, and evidence used to reach conclusions in oral and written texts;
- Complete all steps in the academic writing process: researching, drafting, revising, and editing;
- Employ an appropriate communication style for a given audience, context, and purpose;
- Offer and accept constructive feedback.

**COURSE CONTENT**

Close reading strategies	3 weeks
Citing others: summary, paraphrase, quotation	2 weeks
Techniques for revising and editing	2 weeks
Critical response, argument and synthesis	3 weeks
Finding and evaluating sources	1.5 weeks
Introduction to e-portfolio	1.5 weeks
Final Exam period	2 weeks

**EVALUATION PROFILE**

<b>Assignments</b>	<b>Weight Range</b>
Objective summary	15 - 20%
Argument	20 – 25%
Synthesis Analysis	20 – 25%
Research Project	20 – 25%
E-Portfolio	05 – 15%
Participation*	<u>0 – 10%</u>
<b>Total:</b>	<b>100%</b>

\* The participation mark will be determined by the following: Regular attendance, contributing thoughtfully to discussions; completion of all in-class exercises, quizzes etc., and participation in required library modules and workshop(s).

## GRADING 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	

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

### Attendance

Students are expected to attend all classes and associated activities.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

### Electronic Devices

Students may use electronic devices during class for note-taking only.

### On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### Policy Statement (S2009-06)

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

### Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.