



# CAPILANO UNIVERSITY

COURSE NAME SYLLABUS		
TERM: <i>Spring 2022</i>	COURSE NO: ENGL 100	
INSTRUCTOR: David Weston	COURSE TITLE: University Writing Strategies	
OFFICE: LOCAL: 604-986-1911, ext.2011 E-MAIL: davidweston@capilanou.ca	SECTION NO(S): 25	CREDITS: 3.0
OFFICE HOURS: Listed on Elearn based on consultation		
COURSE WEBSITE: <a href="https://elearn.capu.ca">https://elearn.capu.ca</a>		

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

## REMOTE LEARNING ENVIRONMENT

Remote teaching and learning are a new context for all of us. We will learn together and interact with empathy, care, and understanding. Your health and well-being are important to us. Please see the university website for the most updated COVID information: <https://www.capilanou.ca/about-capu/get-to-know-us/covid-19-response/campus-safety/>

Students attending campus are asked to wear a non-medical mask in all indoor common areas. These areas include building entryways, atriums, hallways, stairwells, washrooms and study areas. Masks are also required in situations where risk assessments have confirmed two-metre distancing is not possible. Those unable to wear a mask are expected to maintain a safe distance from others.

*Note: students coming to campus will be required to self-assess and to report online and via a QR code. The link to this information is not yet available and would be relevant to share on your syllabus*

## WELCOME AND COURSE FORMAT

Welcome to ENGL 100. This course will be delivered in mixed mode for a 14-week semester, which includes two weeks for final exams/assignments. Students are expected to join 1.5 hours of synchronous (live) class time via Zoom and complete 1.5 hours of asynchronous work via elearn.

## 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.

### 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, RESOURCES, AND TECHNOLOGY

#### Text/Readings:

- *They Say, I Say: The Moves that Matter in Academic Writing.*
- Elearn Readings

The Capilano Bookstore has instructions on how to purchase this book online or in-person <https://www.capilanou.ca/student-life/campuscommunity/bookstore/>

### EVALUATION PROFILE

<b>Assignments</b>	<b>Weight Range</b>
Objective Summary	25%
Paragraphs (2)	20%
Final Research Project	35%
About Me	5%
Engagement	15%
<b>Total:</b>	<b>100%</b>

### COURSE CONTENT

<b>COURSE SCHEDULE (100)</b>	
<b>January 26<sup>th</sup> 2022</b>	<b>Flex Day</b>
Syllabus Overview / Computer lab / About Me	
<b>Week 1</b>	
<b>Monday, January 31, 2022 (Recorded)</b>	
Topics	Critical Reading / Annotating Reading: Gillam & Wooden, "Post-Princess Models of Gender"

*\*completed for that class up to pg. 3*

<b><u>Tuesday, February 1<sup>st</sup>, 2022</u></b> <b><u>(In Person)</u></b>	
Topics	Annotating / Evaluating Sources
<b>Week 2</b>	
<b><u>Monday, February 7, 2022</u></b> <b><u>(Recorded)</u></b>	
Topics	Summary / Paraphrase
Readings	They Say, I Say: Chapter 2 *
<b><u>Tuesday, February 8, 2022</u></b> <b><u>(In person)</u></b>	
Topics	Summary / Paraphrase
<b>Week 3</b>	
<b><u>Monday, February 14, 2022</u></b> <b><u>(Recorded)</u></b>	
Topics	Citations
Readings:	"Summary of Indigenous Style Principles." *
<b><u>Tuesday, February 15, 2022</u></b> <b><u>(In Person)</u></b>	
Topics:	Citations.
<b>Week 4</b>	
<b><u>Monday, February 21, 2022</u></b> <b><u>(Recorded)</u></b>	
Topics:	Summary Checklist / Final matters
<b><u>Tuesday, February 22, 2022</u></b> <b><u>(In person)</u></b>	
Topics	Quotations
Readings:	<i>They Say, I Say</i> Chapter 3 *
Due:	Objective Summary
<b>Week 5</b>	
<b><u>Monday, February 28, 2022</u></b> <b><u>(Recorded)</u></b>	
Topics:	Paragraph Form
Readings:	"Having It His Way: The Construction of Masculinity in Fast-Food TV Advertising." *

	They Say, I Say: Chapter 4 *
<b><u>Tuesday, February 29, 2022</u></b> <b><u>(In Person)</u></b>	<p>Topics: Discussion of "Having It His Way: The Construction of Masculinity in Fast-Food TV Advertising."</p> <p>Begin writing Paragraph 1.</p> <p>Due: Paragraph #1, Thursday by 4.30pm.</p>
<b>Week 6</b>	
<b><u>Monday, March 7, 2022</u></b> <b><u>(Recorded)</u></b>	<p>Topics: Paragraph Development</p> <p>Readings: "Hockey Sticks and Heartstrings: The Men's Gold Medal Hockey Game and the Affective Legacy of the 2010 Olympic Games" *</p> <p>They Say, I Say: Chapter 6 &amp; 8. *</p>
<b><u>Tuesday, March 8, 2022</u></b> <b><u>(In Person)</u></b>	<p>Topics: Discussion, and write paragraph 2.</p> <p>Due: Paragraph #2, Thursday by 4.30pm.</p>
<b>Week 7 *</b>	
<b>Spring Break. No classes, but you do have homework!</b>	
<b><u>Week of March 14, 2022</u></b>	<p>Due: Complete Library Modules + Quiz</p>
<b>Week 8</b>	
<b>Spring Break. No classes, but you do have homework!</b>	
<b><u>Week of Monday, March 21, 2022</u></b>	<p>To Do: Read and annotate sample Research Paper (on Eleam).</p>
<b>Week 9</b>	
<b><u>Monday, March 28, 2022</u></b> <b><u>(Recorded).</u></b>	<p>Topic: Research Paper</p>
<b><u>Tuesday, March 29, 2022</u></b> <b><u>(In Person)</u></b>	<p>Topics: Research Paper &amp; Research Question</p>

*could do on Fri before Spring Break*

Week 10	
<u>Monday, April 4, 2022</u> <u>(Recorded)</u>	Outlining your Paper / Research
Topics	
<u>Tuesday, April 5, 2022</u> <u>(In Person)</u>	Outlining your Paper / Research
Topics	
Week 11	
<u>Monday, April 11, 2022</u> <u>(Recorded)</u>	Introductions & Conclusions
Topics	
<u>Tuesday, April 12, 2022 (In Person)</u>	Research roundtable
Topics	
Week 12	
<u>Monday, April 18, 2022</u> <u>(Recorded)</u>	Revising and Editing
Topics:	
<u>Tuesday, April 19, 2022</u> <u>(In Person).</u>	Revising and Editing
Topics:	
Due:	Final Paper due Wednesday April 20 <sup>th</sup> 4.30pm.

**★ GRADING PROFILE ★**

*Report card - BC grading  
or this for uni transcript*

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	

**COURSE ASSESSMENTS**

- **Objective Summary:** Reduce an argument to its essentials in grammatical prose with MLA referencing (returned to students before withdrawal date).
- **Paragraphs:** Write two well-focused argumentative paragraphs in which you take a position and use textual analysis and evidence to support your position.
- **Research Paper:** Defend a position, clearly and logically, using a range of rhetorical strategies, with the support of academic research, documenting all sources correctly using MLA style.

- **About me:** Write about yourself in a thoughtful and engaging way.
- **Engagement (previously Participation):** Given the circumstances, it is inequitable to grade attendance and participation as I previously would have. For this semester, I will note who attends our optional synchronous sessions, but will consider engagement holistically. This may include:
  - Preparation (Reviewing readings and materials)
  - Focus (avoiding distractions during synchronous and asynchronous activities)
  - Asking questions (both in synchronous sessions and posting in the weekly forum)
  - Presence (Engaged during activities)

At the end of the semester you will fill out a self-evaluation and speak to your overall engagement.

### **INCOMPLETE GRADES**

Grades of Incomplete "I" will not be assigned in this course.

### **LATE ASSIGNMENTS**

Assignments are due on the date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand. Late assignments will be accepted up to one week after the due date and will be penalized 5% per day.

### **MISSED EXAMS/QUIZZES/LABS**

Make-up tests are generally 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 proofread all written work for any grammatical, spelling, and stylistic errors. Marks will be deducted for incorrect grammar and spelling.

### **COMMUNICATION, ONLINE BEHAVIOUR AND EXPECTATIONS**

Please be sure to check your official Capilano University email regularly as all official communication will be sent via this email address only. Additionally, you should be logging on to eLearn 3 to 4 times per week to class updates.

#### **Online Expectations**

To ensure a positive and productive learning environment during the asynchronous sessions, it is important that all students adhere to the following behavioral expectations.

- Remember the human – this is the Golden Rule of internet communications. Always be aware that you are talking to a person, not a device. Therefore, the same rules of courtesy apply.
- Adhere to the same standards of behaviour online that you follow in real life
- Know where you are in cyberspace – netiquette varies from domain to domain. What is acceptable in a chat room may not be appropriate in a professional forum.
- Respect other people's time and bandwidth
- Make yourself look good online – spelling and grammar count! Always write thoughtful posts and keep your language clean.
- Respect other people's privacy (recording or screen shots without permission are not appropriate)
- Be forgiving of other people's mistakes (Source: Virginia Shea)

In this course, we are creating a safe and respectful online community that allows for diverse ideas, perspectives, and identities to be shared and valued. The policies governing student conduct remain the same in an online and remote learning environments. Expectations regarding behaviour include:

- Keeping an open-mind and be willing to listen to the ideas of others
- Participating in but not dominating discussions
- Listening and giving other students the opportunity to participate
- Muting your microphone when not speaking on Zoom/WebEx/Teams calls
- Using the raise your hand function when on Zoom/WebEx

What you can expect from me:

- Respond to emails within 24 hours
- Start and end class on time
- To be available during student coaching hours to support your learning
- To be responsive to your feedback about the course

What I can expect from you:

- Attend live online sessions on time
- To be attentive and engaged during online class sessions
- To come prepared for class discussions
- Interact respectfully with peers
- To mute your microphone when not speaking
- To ask questions and seek help when appropriate

### **Class Recordings**

Class meetings will be recorded for the purposes of this class. Recordings may not be reproduced, shared with those not in the class, or uploaded to other online environments.

### **Privacy**

Capilano University is committed to preserving your right to privacy. We ensure that the confidentiality of your information is maintained and the collection, use and disclosure of your information is in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). The personal information collected by online tools licensed by the University for delivering courses are not distributed to any private organizations or used for commercial marketing.

### **INCLUSIVITY**

In this course you will be treated with respect. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this course are expected to contribute to a respectful, welcoming and inclusive environment for learning.

### **VIRTUAL STUDENT SUPPORT RESOURCES – FALL 2020**

Please refer to the Capilano Website for Remote Learning Support to help you succeed this semester. Services include online academic support such as Advising, the Writing Centre and the Library. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

### **Digital Student Ambassadors**

The Digital Student Ambassadors are students at Capilano who offer peer support navigating the online learning environment or peer support with the educational technology tools such as (eLearn, MS Teams/Zoom/WebEx) please contact Digital Student Ambassadors through MS Teams Monday through Saturday at Student Online Learning or email them at [dsa@capilanou.ca](mailto:dsa@capilanou.ca)

### **UNIVERSITY POLICY STATEMENTS**

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**

#### **Integrity in a Remote Learning Context**

The policies regarding Academic Integrity remain the same in a remote learning context. If you have questions about what may or may not be permitted, please ask your instructor. It is important to review your instructor's policies regarding online exams and to follow this carefully and completely.

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.