

DELIVERY MODE(S): On-Campus

LEARNING OUTCOMES:

Students who complete this course successfully should be able to

- use their writing to analyze thoughts and to express ideas effectively
- use their writing to respond critically to another piece of writing or external prompt
- plan, outline, and draft a piece of writing that develops a specific thesis
- revise a text, adjusting style and content for specific purposes and audiences
- proofread writing for surface errors and correct the majority of these errors

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>

** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

There will be several unscheduled reading quizzes during this course, and in terms of preparation, these will require only careful reading of the day's assigned text.

Reading Quizzes	20%
Writing Exercises	20%
1 st Writing Assignment	10%
2 nd Writing Assignment	10%
3 rd Writing Assignment	10%
Final Exam	30%

GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit IF your grade is **less than C-**.

Grading Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

(a separate detailed daily reading schedule with sources and page numbers will also be distributed in class)

Weeks 1-2	ACTIVE READING, CRITICAL THINKING
Weeks 3-5	DEVELOPING AN ARGUMENT, THESIS STATEMENTS
Weeks 6-8	EFFECTIVE SENTENCES AND PARAGRAPHS
Weeks 9-12	ESSAY WRITING
Weeks 13-15	RESEARCH WRITING AND DOCUMENTATION

*All assignments will be discussed thoroughly in class, and guideline handouts will be distributed in class and made available on our course site.

STUDENT RESPONSIBILITIES:

1. This is a pen and paper class; no phones or laptops are permitted during class.
2. Essays will *not* be accepted after the due date unless prior arrangements have been approved by the Professor. Penalties of 10% per day late may be applicable in these cases. At the discretion of the instructor, essays may be assigned in an exam environment, without electronic devices of any kind. No essay may be submitted by e-mail.
3. Quizzes cannot be made up, but in the case of a *verifiable medical emergency*, with official doctor's note, may be excused.

4. Students will not receive credit for any work or deadline missed because of an unexcused absence. If students are absent the day of a scheduled presentation (group or individual) they will receive a 0 for the presentation or project.

5. The reading outline is subject to change according to time constraints and other considerations; therefore, students are responsible for any changes that are announced in class whether they are in attendance or not.

6. Please keep a copy of all written work. In the event of theft or loss, the student is required to submit a duplicate copy.

7. Students are expected to check the myClass site for this course before each class to stay informed; in the event of a class cancellation, the announcement will be posted to myClass.

8. Students must produce their own writing, without using Chat-GPT or any other AI or language bot. In order to receive a grade, all submissions must be entirely the work of their authors. Academic integrity and honesty will be vigorously upheld. Any academic misconduct may be subject to disciplinary procedures in accordance with Northwestern Polytechnic policy.

9. Instructors reserve the right to use electronic plagiarism detection services on written assignments. Instructors also reserve the right to ban the use of any form of electronics (cell phones, Apple watches, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.

10. Students are advised to read the Northwestern Polytechnic Calendar and Student Rights and Responsibilities Policy for the rules regarding Registration, Withdrawals, Academic Misconduct including plagiarism, and Appeals.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

**Note: all Academic and Administrative policies are available on the same page.