



AMBROSE  
UNIVERSITY COLLEGE

**EN 295 Advanced Writing and Editing (3)  
Fall 2010**

**Dr. Tim Heath**

**Office:** Room L2065

**Class Times:** T/Th 8:15 - 9:30 a.m.

**E-mail:** [theath@ambrose.edu](mailto:theath@ambrose.edu)

**Office Phone:** 410-2000 ext. 5904

**Class Location:** Room L2100

**Office Hours:** T/Th 9:45-11:00  
or by appointment

**Required Texts**

Barnet, Sylvan, et al. *The Practical Guide to Writing*. 2<sup>nd</sup> Canadian ed. Toronto: Longman, 2007.  
Diana Hacker's *A Canadian Writer's Reference*, the *MLA Handbook*, 6<sup>th</sup> ed, and a good dictionary such as *The New Oxford Dictionary* are highly recommended.

Note: the instructor will supplement the text with class handouts as needed.

**Course Objectives**

To engage fully with John C. Mellon's assertion: "Writing is the greatest tool for thinking ever invented by man."

**Course Requirements and Grading**

1. Students should do all the prescribed readings before class and be prepared to participate in class because I anticipate lively discussions.
2. Assignments are due on the dates specified. Late assignments will not be accepted unless extenuating circumstances can be shown.
3. To receive a passing grade in the course all assignments must be submitted to the instructor.
4. Plagiarism in any of its forms will not be tolerated.
5. Students may not submit work done for another class.
6. Students are responsible for all the information given in class and also for any changes to the syllabus announced in class.
7. Grading:

Essay 1	10%
Essay 2	10%
Essay 3	20%
Essay 4	25%

Editing exercise 1	10%
Editing exercise 2	15% (or essay 5: to be determined)
Participation	<u>10%</u>
	100

Letter Grade	Percentage
A+	96-100
A	91-95
A-	86-90
B+	82-85
B	75-81
B-	72-74
C+	68-71
C	63-67
C-	60-62
D+	59-59
D	50-55
F	0-49

### Important Notes

Last day to drop or add a course without permission: **17 September**

Last day to withdraw with tuition refund: **17 September**

Last day to withdraw or change to audit without penalty: **12 November**

Last day request revised time for final exam: **29 November**

**The instructor reserves the right to prohibit laptops in the classroom should they prove to be a distraction. If this becomes the case, students should be prepared to take handwritten notes.**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Student Handbook and Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "Course Extension" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar and the Student Handbook that deal with plagiarism, cheating, and

the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean.

Students are advised to retain this syllabus for their records.

Course changes, including adding or dropping a course, may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of 'W' will be recorded on the student's transcript for any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). 'W' grades are not included in grade point average calculations. A limit on the number of courses from which Academic a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be familiar with the policy statements in the current academic calendar and the student handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

## Course Schedule

September

Tuesday	Thursday
	9 introduction read Atwood "Nine Beginnings"
14 <i>self-assessment</i> and in-class writing <b>essay one assigned (first draft 21 September)</b>	16 prewriting peer editing; fundamentals of editing
21 peer review of <b>first draft, essay one</b> read all of chapter 20	23 <b>essay one due</b>
28 mechanics read chapter 21	30 sentence revisions <b>essay one returned</b> <b>essay two assigned (first draft 7 October)</b> read chapter 8

October

Tuesday	Thursday
5 critical thinking and writing	7 peer editing of <b>first draft, essay two</b> read chapter 7
12 voice <b>essay two due</b> read chapter 11	14 defining <b>editing exercise one assigned</b>
19 editing	<b>21 Spiritual emphasis day (class cancelled)</b>
26 academic writing; writing about literature <b>essay two returned</b> <b>essay three assigned (topics and theses due 4 November)</b>	28 topic and thesis clinic <i>self-assessment</i> <b>editing exercise one due</b>

November

Tuesday	Thursday
2 <i>self-assessment</i> <b>editing exercise one returned</b>	4 writing
9 writing	<b>11 Remembrance Day (class cancelled)</b>
16 writing <b>editing exercise two assigned</b>	18 writing <b>essay three due</b> <b>essay four assigned (first draft 25 November)</b>
23 writing and editing	25 peer editing of <b>first draft, essay four</b>
30 writing <b>essay three returned</b>	

December

Tuesday	Thursday
	2 writing
7 <i>self-assessment</i> <b>editing assignment two due</b>	9 horizons <b>essay 4 due</b>
15 <b>last day of classes</b>	