

COMM 1133 – Writing Strategies

Teaching and Learning Plan – Winter 2016

David Laing, Lecturer

Niagara College - Welland Campus – M206-L (Merritt Building, Second Floor)

E-mail: dlaing@niagaracollege.ca

The following schedule is a projection of when material will be discussed in class, and the projects/evaluations used for grading purposes. This plan augments the Course Outline (found on Blackboard) and is subject to change based on class progress and need. Nothing replaces being in class, and this plan is only a guide as to our class activities, which is subject to change.

Blackboard will be integral to the course and should be checked daily for supplemental readings/videos, posted assignments, vital announcements, and any/all class updates or changes.

Course evaluation structure:

Principles (two portfolios)	20%
Expository Writing (two essays, with two drafts each)	40%
Research & Documentation Principles (research file assignment)	20%
Final Exam	<u>20%</u>
TOTAL	100%

Week	Theme	Class Focus	Evaluation
(1) Jan. 12	Theme One: Writing Principles	Overview	*Regular in-class exercises will be assigned during the term. You will show your work by submitting two portfolios
(2) Jan 19		Grammar	
(3) Jan 26		Coherence	
(4) Feb 2		Process	Outline (2%)
(5) Feb 9	Theme Two: Expository Writing	Draft 1	Draft 1 (8%)
(6) Feb 16		Revising	
(7) Feb 23		Draft 2 Portfolio reflection	Draft 2 (10%) Portfolio 1 due (10%)
Mar 1		Reading Week	
(9) Mar 8	Theme Three: Research & Documentation Principles	Choosing a topic Locating sources	Research File is assigned (but not due)
(10) Mar 15		Integrating sources Citing and referencing	
(11) Mar 22		Research file workshop	Outline (2%)
(12) Mar 29	Theme Four: Expository Writing	Draft 1	Research File due (20%) Draft 1 (8%)
(13) Apr 5		Overcoming bias	
(14) Apr 12		Draft 2 Portfolio reflection	Draft 2 (10%) Portfolio 2 due (10%)
Apr 19	Final Exam	Final Exam	Final Exam (20%)

COURSE PRACTICES FOR COMM 1133 – WINTER 2016

ATTENDANCE AND LATENESS

The college's practice is that attendance is the student's responsibility, in accordance with "Student Rights and Responsibilities." In addition, the following rules apply in COMM 1133:

1. If a student misses an in-class exercise, a grade of zero will be recorded. Accommodation MAY be made in case of sickness or other emergency if the student sends an email before or as soon as possible after the missed class and if acceptable documentation is provided. (Your success will be based on your ability to understand/apply course material, and complete all assignments as assigned, but I understand that life exists outside of this place – keep me in the loop!)
2. Unless permission is obtained from me in advance, marks will be deducted for late submissions (10% per day, including non-business days). No assignments will be accepted after other students' assignments have been graded and returned.

STUDENTS WITH DISABILITIES

The English/Communications Department adheres to the "College Practice for Students with Disabilities." If this applies to you, please identify your needs to the Centre for Students with Disabilities so that support services can be arranged. I will receive a letter of accommodation (LOA), but I won't act on it unless you approach me about your specific needs.

STUDENT ACADEMIC MISCONDUCT

Academic misconduct includes plagiarism and cheating of any kind. Students who commit such acts are subject to disciplinary action as described in the college academic practices. Academic misconduct is a serious offence, and includes ANY of the following 3 practices: 1) Submitting ANY work not your own, or not properly cited; 2) Submitting ANY work where the authenticity is not present (students submitting the same work); 3) Submitting ANY work that is not original (submitting previously completed work, or work for other classes).

GUIDELINES FOR SUCCESS (in a Technical Communications Classroom)

1. You're welcome to bring a computer, tablet, or phone to class, as long as you're using it for note taking or in-class exercises. Browsing Facebook or other social/entertainment sites is distracting to others, so please don't do it. Texting or accepting calls is obviously not okay either.
2. The college classroom should be considered a workplace environment. Professional behaviour, and work, is expected. Participate when comfortable, and be respectful of others, and the process.
3. Please email me or stop by my office if you have specific questions, or concerns about the course. Please allow up to 24-48 hrs for an email response, and consider me available 9am-5pm (work-day hours). Email me from your Niagara College email, not your personal email. Please include your **name** and your **section**.
4. I facilitate weekly writing skills drop-in sessions at the library, so you can find me there at the following times:
 - a. Monday: 10:30am-11:20am, 12:30pm-2:20pm
 - b. Tuesday: 5:30pm-6:20pm
 - c. Friday: 10:30am-11:20am, 12:30pm-1:20pm
5. If you attend and you focus on fulfilling the various professional and academic expectations, you will achieve a good grade in this course. More importantly, these skills will help you become a more self-aware communicator, and they will open up opportunities in your career. Have a great term!