

**FACULTY OF ARTS**  
**DEPARTMENT OF ENGLISH**  
**COURSE OUTLINE**

**ENGLISH 203 L02**

**Winter 2015**

**COURSE TITLE:** Foundations: Literary Analysis

**Instructor:** Margaret Hadley

**Office:** Social Sciences 1008

**Phone:** 403-220-6372

**E-mail:** mhadley@ucalgary.ca

**Office hours:** MWF - 10:00 to 10:50 a.m. and 1:00 to 2:00 p.m.

If these times do not suit your schedule, we can arrange other, mutually suitable times to meet. Please make an appointment to see me by speaking to me before or after class. You may email me for an appointment, but do tell me exactly when you are available to meet.

**Course Description:**

A seminar course for English Majors, with an emphasis on critical reading and writing, this course prepares students for advanced undergraduate studies in English. The Department is committed to teaching this writing-intensive course in small sections to allow the instructor to get to know students individually and to develop their critical reading and writing skills. This term, our focus will be on the art of the short story.

**Required Texts:**

Charters, Ann. Ed. *The Story and Its Writer: An Introduction to Short Fiction*. Compact 9th ed..

New York: Bedford/St. Martin's, 2014. Print.

*MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print.

**Recommended Texts:**

A reputable dictionary, for example, *The Oxford Concise*, or *The Random House* dictionaries  
A thesaurus ("treasury of words"). Here, bigger is often better, for example, *Roget's Thesaurus*

**Schedule of Readings and Assignments:** You will receive this in the first week of term.

**Assignments and Evaluation:**

- 10% 1<sup>st</sup> paragraph writing exercise
- 5% In-class MLA quiz
- 25% 750 word persuasive essay
- 10% Library assignment – there are 2 *compulsory* library workshops.
- 15% In-class (500 word) reading exam
- 25% 1500 word explication based on library research
- 10% Participation

There is no final examination in this section of English 203  
The in-class reading exam and the MLA quiz will be open book.  
The grammar and style quiz will be closed book.

**Grading system:**

I assign marks in letter grades (essays and some exams) or percentages (tests) according to the following grading scheme:

90%+	4.0	A+	Outstanding.
85-89%	4.0	A	Excellent-superior performance, showing comprehensive understanding of subject.
80-84%	3.7	A-	
77-79%	3.3	B+	
74-76%	3.0	B	Good - clearly above average performance with knowledge of subject matter generally complete.
70-73%	2.7	B-	
67-69%	2.3	C+	
64-66%	2.0	C	Satisfactory - basic understanding of the subject matter.
60-63%	1.7	C-	
55-59%	1.3	D+	
50-54%	1.0	D	Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.
0-49%	0	F	Fail - unsatisfactory performance or failure to meet course requirements.

I assign A+ in recognition of truly exceptional work. While the university's 4-point grading system does not allow me to calculate these grades as anything other than 4.0 (A), I can assign a final course grade of A+ to students whose performance is consistently A+.

Please read about the university's grading system and policies at this link:

*<http://www.ucalgary.ca/pubs/calendar/current/f-2.html>*

Many first year students find that their grades are lower than those they earned in high school. We will discuss this phenomenon in class, as well as ways to remedy it.

### **Participation:**

There are three components to the participation grade:

1. Thoughtful and well-considered contributions to class discussions, which I hope will be lively.
3. Completion of a library orientation workshop and associated assignment.
4. Attendance at a 10 minute meeting with the course instructor, providing an opportunity for you and your instructor to become acquainted. A meeting schedule will be circulated in class in the second week of term.

Regular attendance is a requisite for your success and for the success of your fellow students in this writing-intensive course. In the light of this, I will record absences. The participation mark will be calculated based on the percentage of tasks completed. All that said, I hope that you will be excited by the course readings, the discussions, and the opportunities for growth, and that you will want to attend every class.

### **Please Note:**

1. I *welcome* questions. If you have any questions at all, do please ask.
2. You must complete all the assignments and exams in order to be eligible for a passing grade in this course. Additionally, you must attend the two scheduled library workshops.
3. Please submit your assignments to me punctually at the beginning of the class in which they are due. If for some reason you are unable to deliver them to me in class, please deliver them to the English Department office (11<sup>th</sup> floor Social Sciences) where they will be date stamped before they are delivered to my mailbox. Note that assignments placed in the department's drop box after 4:30 p.m. will be date stamped the following business day.
4. Please keep a copy of your essays in case of loss by any cause.
5. I will give you plenty of notice for each assignment. I only give extensions to the class as a whole, or to individuals in exceptional circumstances.

6. The penalty for late papers is half a letter grade for each day (not class) that the paper is overdue. For example, an A paper due on Tuesday and submitted on Friday will be assigned a grade of B. I do not mark papers overdue by seven or more days: I simply assign a grade of F. (Note that an assignment not completed before this period must still be submitted --- see 2. above).
7. I do not accept assignments electronically and only return assignments in class.
8. I have zero tolerance for plagiarism (Latin, 'plagiarius', kidnapper, literary thief). Using any source whatsoever without clear documentation is a serious academic offense, one that I do not tolerate. The consequences to you include failure on the assignment, failure in the course and possible suspension or expulsion from the university. We will discuss this in the first class on essay writing. Please read the attached statement on plagiarism.
9. You may bring portable word processing devices to class for note-taking, but, in the interests of learning and courtesy to others, I ask that you turn off the sound and limit your use of these devices to class-related activity. Surfing the net, e-mailing, texting, social networking, watching videos, and playing games, for example, are prohibited in class. Your privilege to use these devices may be revoked if you ignore these rules. Please speak to me if some unusual circumstance makes an exception necessary.
10. I *welcome* questions. If you have any questions at all, do please ask.

**D2L and email:** it is your responsibility to read email from me and to check our D2L pages regularly for updates.

**Plagiarism:**

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possible suspension or expulsion from the university. Please refer to the following information and make sure you are familiar with the statement below on plagiarism.

**<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>**

**Scribe and Muse Club for English Students:**

The Scribe and Muse Reading and Writing Club (SMRWC) fosters and champions reading and writing through community service, leadership, and engagement. We strive to enhance the academic and social experience of undergraduate students by promoting academic excellence and interaction between students, faculty, and the community, through social, cultural, and academic events **<http://english.ucalgary.ca/scribe-and-muse-english-club>**.

Our email address is **[smecuofc@gmail.com](mailto:smecuofc@gmail.com)**.

**English Department Website:**

For more information about courses, programs, policies, events and contacts in the Department of English, please go to our website at **<http://english.ucalgary.ca>**. Please note that the course

outlines posted on the English Department website constitute the official course outline for purposes of appeals. Students should verify any hard copies against this posted version. For courses which employ numerical grades, the official departmental percentage to letter grade conversion scale is also posted on the department website.

**Writing support:**

The Student Success Centre offers both online and workshop writing support for U of C students.  
<http://www.ucalgary.ca/ssc/writing-support>

**Guidelines on e-mail Etiquette:**

<http://www.enough.utoronto.ca/computeruse/eetiquette.htm>

**Library and Research Support:**

Melanie Boyd, Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: [\*\*maboym@ucalgary.ca\*\*](mailto:maboym@ucalgary.ca)  
Find *The English Pages* research guide here: [\*\*http://libguides.ucalgary.ca/english\*\*](http://libguides.ucalgary.ca/english)

**Follow the Department of English on Facebook & Twitter:**



**Academic regulations and schedules:**

Consult the Calendar for course information, university and faculty regulations, dates, deadlines and schedules, student, faculty and university rights and responsibilities. The homepage for the University Calendar is

<http://www.ucalgary.ca/pubs/calendar/current/index.htm>

**Grade appeals:**

Consult the following University Calendar link and request advice from the English Department office, SS 1152. Please note that “mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.”

<http://www.ucalgary.ca/pubs/calendar/current/i.html>

**Deferral of term work and final examinations:**

Should you require an extension for completion of term papers or assignments beyond the deadline of five days after the end of lectures, an Application of Deferment of Term Work form must be completed. The University also has regulations governing the deferral of final examinations. See Calendar: <http://www.ucalgary.ca/pubs/calendar/current/g-6.html>,

<http://www.ucalgary.ca/pubs/calendar/current/g-7.html>.

**Academic Accommodation:**

It is the students’ responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodations and have not registered with Student Accessibility Services, please contact them at 403-220-6019. Students who have not

registered with Student Accessibility Services are not eligible for formal academic accommodations. More information about academic accommodations can be found at [www.ucalgary.ca/access](http://www.ucalgary.ca/access).

**Emergency Evacuation/Assembly Points:**

<http://www.ucalgary.ca/emergencyplan/assemblypoints>;

**Freedom of Information and Protection of Privacy Act:**

<http://www.ucalgary.ca/legalservices/foip/>

**“Safewalk” Program:**

Campus Security will escort individuals day or night: call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths.

<http://www.ucalgary.ca/security/safewalk/>

**Faculty of Arts Program Advising and Student Information Resources:**

Have a question, but not sure where to start? The new Arts Students’ Centre (ASC) is your information resource for everything in Arts! Drop in at SS102, call us at 403-220-3580 or email us at [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca). You can also visit the Faculty of Arts website at

<http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3<sup>rd</sup> Floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

**Contact for Students Union Representatives for the Faculty of Arts:**

[arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca), [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca), [arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca)

**Contact for Students Ombudsman’s Office:** <http://www.ucalgary.ca/provost/students/ombuds>

**Universal Student Ratings of Instruction (USRI):**

"At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses ([www.ucalgary.ca/usri](http://www.ucalgary.ca/usri)). Your responses make a difference - please participate in USRI Surveys."

**PLAGIARISM**

Plagiarism is an extremely serious offence. Please read the following information carefully. The penalty routinely recommended by the English Department for documented plagiarism is failure of the course in which the offence occurred; academic probation is also routinely applied at the Faculty level. Suspension or expulsion can result from severe or repeated plagiarism.

The University Calendar states:

1. Plagiarism - Essentially plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not.

Most commonly plagiarism exists when:

- (a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),
- (b) parts of the work are taken from another source without reference to the original author,
- (c) the whole work (e.g., an essay) is copied from another source, and/or,
- (d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.

Plagiarism occurs when direct quotations are taken from a source without specific acknowledgement, or when original ideas or data from the source are not acknowledged. Citing your sources in a bibliography is not enough, because a bibliography does not establish which parts of a student's work are taken from other sources. MLA (Modern Language Association) documentation or other recognized forms of citation must be used for this purpose. Advice on adequate documentation can be found at the following web sites:

<http://www.dianahacker.com/resdoc/>

<http://owl.english.purdue.edu/owl/resource/747/01/>

## **DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT**

According to the University Calendar, (<http://www.ucalgary.ca/pubs/calendar/current/j.html>) "The University of Calgary community has undertaken to be guided by the following statements of purpose and values: to promote free inquiry and debate, to act as a community of scholars, . . . , to respect, appreciate, and encourage diversity, [and] to display care and concern for community". The Department of English, like the university as a whole, is committed to a "positive and productive learning and working environment." This environment is characterized by appreciation and encouragement of diversity and respect for the dignity of all persons: students, support staff, and faculty. The department will not tolerate unacceptable behaviour, such as threatening gestures, threatening or abusive verbal or written communication (including e-mails), or any conduct that "seriously disrupts the lawful education and related activities of students and/or university staff". Any cases of such misconduct should be reported immediately to the department Head, who, depending on the nature and severity of the incident, may then take further appropriate action.

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