

## FACULTY OF ARTS

### DEPARTMENT OF ENGLISH

**ENGLISH 233.4 Fundamentals of Literature Studies: Non-Fiction (Winter 2013)**

**Tuesdays and Thursdays 3:30 to 4:45 pm in EDC 287**

**Instructor: Dr. Clara A.B. Joseph**

**Office:** SS1026

**Phone:** 220-4232

**E-mail:** [cjoseph@ucalgary.ca](mailto:cjoseph@ucalgary.ca)

**Office hours: Tuesday 4:45 to 5:45 or by appointment**

**Course description:**

This course examines selected works in non-fiction prose, ranging from the autobiographical and the polemical to the religious and the philosophical. The overall direction of the course will be to consider the relationship between the aesthetic and the ethical. The course will emphasize fundamental skills: how to read a text accurately and critically; how to write logically, clearly, and correctly; how to listen and speak in a formal discussion.

**Texts and readings:**

Williams, Joseph M. Style: The Basics of Clarity and Grace. 4<sup>th</sup> ed. New York: Pearson Longman, 2010. | ISBN-10: 0205830765 | ISBN-13: 978-0205830763

Course Pack.

Selected other readings accessible for free through the library and the internet.

**Assignments and Evaluation:**

Essay Proposal (750 words) and bibliography 20%

Essay (2500 words) and its oral presentation 35%

Class Participation (15%) \*

Final Exam (30%) – To be scheduled by the Registrar

→ Students must be available for examinations up to the last day of the examination period (April 19-30, 2013).

\* Class Participation 15% -- While marks will be deducted for any distractive behavior in class, marks will be awarded for the following:

1. One ten-minute presentation on Style worth 5% of the participation grade.
2. Evidence of responsible reading of assigned readings.
3. Regular and quality submission of in-class assignments.
4. Active and quality participation in discussions and group activities.
5. Successful participation in random quizzes and debates based on lecture material and the readings.

6. Initiative in bringing to the attention of the class relevant popular and academic information.
  7. Ability to interact with the class in a professional and enthusiastic manner
- Assignments must be submitted by email to [cjoseph@ucalgary.ca](mailto:cjoseph@ucalgary.ca) and copied to self.

**NOTE: All assignments must be completed in order to receive a passing grade on the course.**

**There will be a Registrar Scheduled Exam in this course.**

**Late assignment policy:** Assignments submitted after the deadline will be penalized (with the loss of a third of a grade (an A- to B+) for each business day [not class] that the assignment is overdue.

*Note: Please make all efforts to take assignments directly to the instructor. If it is not possible to do so, take your assignment to SS1152 and put it in the dropbox, where your assignment will be date-stamped and placed in the instructor's mailbox. Please keep a copy of your essay in case of loss by any cause. Assignments **cannot be returned** by staff in the Department office.*

**Grading system:**

This course uses the following percentage to letter grade conversion scale adopted by the Department of English. Final grades are reported according to the University of Calgary's four-point system.

|           |    |     |
|-----------|----|-----|
| 90 + 100% | A+ | 4.0 |
| 85 – 89 % | A  | 4.0 |
| 80 – 84 % | A– | 3.7 |
| 77 – 79 % | B+ | 3.3 |
| 74 – 76 % | B  | 3.0 |
| 70 – 73 % | B– | 2.7 |
| 67 – 69 % | C+ | 2.3 |
| 64 – 66 % | C  | 2.0 |
| 60 – 63 % | C– | 1.7 |
| 55 – 59 % | D+ | 1.3 |
| 50 – 54 % | D  | 1.0 |
| 0 – 49 %  | F  | 0   |

Actual numerical grades obtained, not their letter grade or percentage equivalent, will be used in calculating the final grade. Please note that, according to university regulations, instructors may round up or down at their discretion when a student's work falls between two grades.

Although the A+ is solely an honorific that entails no additional points in the 4-point system, the course instructor will employ this mark to distinguish superlative work that exceeds expectations in style, correctness, intellectual depth and breadth, sophistication, and originality.

**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/content/scribe-and-muse-reading-and-writing-club>  
Our email address is [smrwc@ucalgary.ca](mailto:smrwc@ucalgary.ca).

**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>.

**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>

**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>

**Guidelines on e-mail Etiquette:**

<https://www.ucalgary.ca/it/help/articles/email/etiquette>

**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 a student's responsibility to request academic accommodation. If you are a student with a disability who may require academic accommodation and if you have not registered with the Disability Resource Centre, please contact their office at 220-8237. Your academic accommodation letters should be provided to your instructor no later than fourteen (14) days after the commencement of this course. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation.

<http://www.ucalgary.ca/drc/>

**Emergency Evacuation/Assembly Points:**

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

**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 Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS110, call us at 403-220-3580 or email us at [artsads@ucalgary.ca](mailto:artsads@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>

## **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.