

FACULTY OF ARTS
DEPARTMENT OF ENGLISH

COURSE OUTLINE
ENGLISH 401
OLD ENGLISH LANGUAGE AND PROSE LITERATURE (FALL 2014)

Instructor: Dr. Jenna Stook

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Office Hours: Tuesdays and Thursdays 9:30am-10:30, or by appointment.

CALENDAR DESCRIPTION

A study of the language of the Anglo-Saxons through reading of prose texts.

COURSE DESCRIPTION

This course is an introduction to the Old English language, the Germanic language spoken and written by the inhabitants of Britain in the years before and slightly after the Norman Conquest (1066). By the end of this course, students will have an understanding of the grammatical foundation of the language, will be able to read and translate passages of Old English with the aid of a dictionary, and will have read major prose texts from the period.

REQUIRED TEXTS

An Introduction to Old English. 3rd edition. Ed. Peter Baker (Wiley-Blackwell, 2012)

Ruvinsky, Maxine. *Practical Grammar: A Canadian Writer's Resource*. 3rd edition. (Oxford, 2014)

ADDITIONAL RESOURCES

COMPANION SITE

An Introduction to Old English will be used in conjunction with a website, required for the course:

<http://faculty.virginia.edu/OldEnglish/>

It is highly recommended that students also print out a summary of basic grammar forms in Peter Baker's Magic Sheet: <http://faculty.virginia.edu/OldEnglish/courses/handouts/magic.pdf>

OLD ENGLISH DICTIONARIES

It is recommended that students purchase their own Old English Dictionary and are advised to purchase *A Concise Anglo-Saxon Dictionary* by J. R. Clark Hall and Herbert T. Merritt. Online versions of Clark Hall and Merritt as well as the more extensive Bosworth and Toller dictionary are available. The University of Toronto's *Dictionary of Old English* (A through G only) is now available through the

University of Calgary library as an online searchable dictionary. Please consult Desire2Learn (D2L) for the relevant URLs.

DESIRE2LEARN

Please consult the on-line D2L site for our class frequently. You will use D2L to access grades for individual assignments and to download copies of assignments and other course documents. Course documents will be available one day after they have been distributed and discussed in class. I will also use D2L to email the class any announcements and reminders. You can access D2L via the MyUofC portal.

METHOD OF ASSESSMENT

Participation/In-class activities	20%
Grammar Quizzes (5 x 5%)	25%
Translation Tests (3x 10%)	30%
Final Examination	25%

PARTICIPATION

This course component assesses your regular attendance of lectures and sustained engagement with course material and classroom activities. This component is worth 20% of the final grade and will be allocated in the following ways:

- Attendance and general preparedness will account for 10% of the total participation/in-class activities component. Students are expected to attend class regularly. Students should come prepared to lecture, having read the assigned reading and having devoted time to the memorization of paradigms. N.B., Students are allotted two (2) absences to account for unavoidable emergencies or illnesses. Each additional absence will decrease the student's attendance grade by 1%.
- Participation and in-class activities will account for 10% of the total participation/in-class activities component. To best participate, students should demonstrate sustained engagement with course material, be an active participant in classroom activities, and bring prepared translations to class when asked. In-class translation and parsing exercises will be a regular part of in-class activities. Moreover, as part of your participation, you are expected to contribute to pronunciation exercises (such as choral reading). Missed in-class activities cannot be made up.

GRAMMAR QUIZZES

Students will write six (6) quizzes over the course of the semester. Only the five best scores will be counted towards the final grade. These quizzes will assess your knowledge of Old English grammar. N.B., missed quizzes cannot be made up and will be assigned a grade of zero.

TRANSLATION TESTS

The in-class translation tests (3 in total) are intended to test your knowledge of Old English. Each test will consist of a passage which you will be asked translate and/or parse a passage of Old English prose (with the aid of a glossary).

N.B., Students are expected to write all translation tests. Please notify me prior to the beginning of the test if you are ill and cannot make a translation test. If you provide a doctor's note, I will give you a make-up of the missed test. In the absence of a note, I will simply assign a grade of zero.

FINAL EXAMINATION

Students will write a final examination scheduled by the Registrar. Students are expected to be available during the final examination period Dec. 8-18, 2014(see Academic Schedule).

N.B., Please make every effort to take assignments directly to the instructor. If it is not possible to do so, take your assignment to SS 1152 and put it in the dropbox. Your assignment will be date-stamped and placed in the instructor's mailbox. It is your responsibility to keep a copy of all assignments in case of loss by any cause. Assignments cannot be returned by staff in the Department office.

There is no individual component of this course in which it is necessary to obtain a passing grade in order to pass the course as a whole.

No extra credit will be given. Course requirements are not negotiable.

In keeping with university regulations, all cases of plagiarism, cheating, and unauthorized collaboration will be reported to the relevant dean's office (Calendar K.2.4)

GRADING SCHEME

The Department of English follows the grading system described in the University Calendar (<http://www.ucalgary.ca/pubs/calendar/current/f-2.html>),. If work is returned with the grade expressed as a percentage, the following conversion chart will apply:

Grade	Percentage	GPA	Description	Marking Criteria
A+	90-100	4.0	Excellent	Superior performance, showing comprehensive understanding of subject matter.
A	85-89	4.0		
A-	80-84	3.7		
B+	77-79	3.3	Good	Clearly above average performance with knowledge of subject matter generally complete.
B	74-76	3.0		
B-	70-73	2.7		
C+	67-69	2.3	Satisfactory	Average understanding of subject matter
C	64-66	2.0		
C-	60-63	1.7		
D+	55-59	1.3	Minimal	Marginal performance; generally insufficient preparation for subsequent courses in the same subject.
D	50-54	1.0	Pass	
F	0-49	0.0	Failure	Unsatisfactory performance or failure to meet course requirements. Plagiarism

Please note that, according to the University Calendar (F.1), instructors may use their discretion when rounding upwards or downwards when the average of term work and exams is between two letter grades.

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

COURSE POLICIES

ATTENDANCE

You are expected to attend all classes and are responsible for ALL information provided during class. It is the student's responsibility to catch up on the details of a missed lecture (that is, if you are absent from a class – no matter what the reason – it is up to you to talk to a fellow student to find out what you missed). N.B., unexcused or undocumented absences may result in a reduced participation grade.

LATE POLICY

All assignments are due at the beginning of class on the date indicated. Late assignments (any submitted after class) will be penalized by one third of a grade per day (for example, C+ to a C), including weekends and holidays. Late work will not be accepted after one week past the original due date, and will receive a failing grade. In some very exceptional circumstances, extensions may be granted, but you must speak with me before the due date. All work submitted after the original due date will receive no written comments from me.

LAPTOP AND ELECTRONIC DEVICES POLICY

Please turn off your cellphones prior to coming to class. If you have special circumstances that require you to keep your phone on in silent mode, please notify the instructor and excuse yourself from the classroom when you have to take calls or respond to texts. Otherwise, refrain from text messaging as well as using web-based applications, such as email and social media sites, during class out of respect for your instructor and your fellow students.

Students may use laptop computers/tablets to take notes or to retrieve information relevant to class discussions in progress; however, if your laptop use should become distracting to you or to those around you, I reserve the right to rescind your laptop/tablet privileges.

Accessing any available online translation for an in-class translation (i.e. reading someone else's online translation as if it were your own) clearly constitutes plagiarism. Electronic devices may not be used at all during examinations and tests, and any use of such a device in those examinations will be presumed to constitute academic misconduct.

Please schedule appointments and work shifts outside of lecture hours.

N.B., The use of electronic devices during quizzes is strictly prohibited. Moreover, accessing any available online translation for an in-class or credit translation (i.e. reading or submitting someone else's online translation as if it were your own) clearly constitutes plagiarism.

EXTENSIONS

Extensions may be granted in some exceptional circumstances such as a medical emergency, or a death in the family. Proper documentation is required.

N.B., Technical difficulties with a personal or school computer and/or printer are not sufficient grounds for an extension. Please ensure that you back up and retain copies of all assignments for this class.

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>

E-MAIL AND GUIDELINES ON E-MAIL ETIQUETTE:

Email correspondence should include an appropriate salutation and should be written in correct English prose. Students should include the course number and a clear statement of purpose in the subject line of the email. For further information regarding e-mail etiquette please consult the following article: <https://www.ucalgary.ca/it/help/articles/email/etiquette>

I am best reached by email and I am happy to reply to short, specific questions via email, and will answer as promptly as possible (usually within 48 hours). While I make every effort to respond to all emails within 48 hours, I may not respond to emails in the evening or on the weekend. I also cannot guarantee that you will receive an email within 48 hours of assignment due dates. If you have detailed questions on the course material or assignments please visit me during office hours or make an appointment. Email is **not** an appropriate alternative to meeting with the instructor. Students are responsible for gathering their own notes on missed classes. I will not conduct tutorials by email.

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 smec@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>. 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>

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

Find The English Pages research guide here: <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/>

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.

GRADE APPEALS:

Consult the following University *Calendar* link for information regarding the grade appeals process: <http://www.ucalgary.ca/pubs/calendar/current/i.html>. Please note that "mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision."

DEFERRAL OF TERM WORK AND FINAL EXAMINATIONS:

Should an extension of time be sought 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>.

EMERGENCY EVACUATION/ASSEMBLY POINTS:

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

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

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. 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 3rd 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.

“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/>

CONTACT FOR STUDENTS UNION REPRESENTATIVES FOR THE FACULTY OF ARTS:

arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, 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). 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 OF 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.