

Instructor: Michael Tavel Clarke
Winter 2016
Tu 4:00-5:00 + Wed/Thur 4:30-5:30
SS 1114
Course Web Page: <https://d2l.ucalgary.ca>

Office: Social Sciences 1016
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Office Hours: TuThu 1:45-2:45
and by appointment
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FACULTY OF ARTS
DEPARTMENT OF ENGLISH
COURSE SYLLABUS
517: COMMUNITY ENGAGEMENT THROUGH LITERATURE

Course Description

This course provides the opportunity for students to participate in community engagement through literature. Students will take part in the Calgary Public Library's "Homework Help" program as a service-learning component to their studies in English. Drawing on their expertise and interest in literature, students will lead youth volunteers who are facilitating the "Homework Help" program for Grade 3-6 participants at four Calgary Public Library branches.

Volunteer sessions take place at a branch library (as previously assigned to individual students, two students at each participating branch) on either Wednesdays from 4:30-5:30 or Thursdays from 4:30-5:30. Students are required to have successfully completed the criminal record check, as explained by the Calgary Public Library, in advance of the start of classes in January. Each week, students are expected to arrive at their assigned branch punctually and to contribute to the programming described by the branch "Homework Help" coordinator. If a student cannot, for good reason, attend a session, it is important that both the instructor and the branch are notified ahead of their expected arrival. Further, a student must notify the instructor and the Library immediately in the event s/he is ill or injured or involved in any claims concerning the activities he or she has taken or not taken during the sessions.

In the on-campus seminar with the course instructor, students will read a variety of articles that explore service learning in the context of literary and related studies and discuss these ideas as well as reflect critically on their volunteer practice. A list of readings will be circulated in the first meeting of our class and posted to D2L; students are expected to have completed assigned readings prior to the relevant seminar.

There will be a preparation meeting at the Library prior to the start of the volunteer component. Students must attend this session.

Required Texts

Course pack and downloaded essays (see Reading Schedule on D2L for further details)

<u>Course Requirements</u>	<u>Percentage of Final Grade</u>
Two Critical Reflections (300-500 words each)	20%
Two Informal Presentations	20%
Formal Concluding Presentation.....	30%
Final Essay (approx. 10 pages)	30%

There will be no Registrar-scheduled exam for this course.

Grading System

You must complete all writing assignments and class presentations to qualify for a passing grade.

Grade conversions on the University of Calgary's 4-point system are as follows:

A+/A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	F = 0
B+ = 3.3	C+ = 2.3	D+ = 1.3	

About Critical Reflections

You will write two short papers that offer critical reflection on the volunteer experience/assigned readings, each worth 10%. Each paper should be 300-500 words in length and is to be submitted to the instructor electronically. There are no due dates for these papers, but both must be submitted by April 5.

About Informal Presentations

Twice during the semester you will give a 10-minute presentation to the class explaining the work you're doing at the library, the successes you're having, and the challenges you're facing. Informal presentations will be followed by brief question and answer sessions. Each informal presentation is worth 10% of the final grade.

About Formal Concluding Presentations

You and your library partner will jointly prepare a presentation (i.e., there will be four presentations in total, each prepared by two students to represent the four library branches) for delivery at the end of the term. The presentations should include a summary reflection and critical assessment on the community service experience as well as suggestions for future practice. The presentation should take no longer than 15 minutes to deliver. Students must be prepared to discuss their ideas at this session and to give feedback to others' presentations. The presentation and wrap-up session participation will be worth 30% of the course grade.

About Final Essays

Each student will write a ten-page paper, drawing on his or her community service experience and the readings assigned for class discussion, to discuss the value of community engagement courses in an English undergraduate degree. The paper, worth 30% of the course grade, will be submitted electronically to the instructor no later than April 20.

Turning in Assignments

Essays should be submitted through the digital dropbox on D2L. If this is not possible, you may deliver your assignment to Social Sciences 1152 and put it in the drop box, where your work will be date-stamped and placed in my mailbox. Please keep a copy of your assignment in case of loss. Papers cannot be returned by staff in the department office. Papers may not be delivered by email without prior permission.

Students with Disabilities

I will be happy to make appropriate accommodations for students with disabilities. Please contact me during my office hours and coordinate with the Student Accessibility Services (220-6019) if you have a disability that requires some modification of seating, evaluation, or other class requirements. Students who have not registered with the Student Accessibility Services are not eligible for formal academic accommodation. Please make requests for accommodation within fourteen (14) days after the commencement of the course. A link to the Student Accessibility Services is provided below.

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

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>

The English Department offers useful information about expectations for student essays at the following website:

<http://www.ucalgary.ca/UofC/eduweb/grammar/guide.htm>

Finally, the University of Toronto offers a very useful website for university writing expectations:

<http://www.writing.utoronto.ca/advice/general/transition-to-university>

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. If you are concerned about the possibility of plagiarism in any work you do in this class, talk to me before handing it in and/or consult *The MLA Handbook*. Plagiarism is both easy to commit and easy to avoid.

<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. The Club strives to enhance the academic and social experience of undergraduate students by promoting academic excellence and interaction among students, faculty, and the community through social, cultural, and academic events.

<http://english.ucalgary.ca/content/scribe-and-muse-reading-and-writing-club>

Their email address is 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 below.

<http://english.ucalgary.ca>

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 below.

<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, you must complete an Application of Deferment of Term Work form. The University also has regulations governing the deferral of final examinations. For further information, see the following Calendar links:

<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/>

“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. More information on the Safewalk Program is available at the following link.

<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 them at (403) 220-3580, or email them at artsads@ucalgary.ca. You can also visit the Faculty of Arts website below; it has detailed information on common academic concerns.

<http://arts.ucalgary.ca/undergraduate>

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), fee payment, and assistance with your Student Centre, contact Enrolment Services at (403) 210-7625 or visit them at the MacKimmie Library Block.

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 Student Ombuds Office

<http://www.ucalgary.ca/provost/students/ombuds>

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>

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 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.