

**Instructor: Michael Tavel Clarke**  
**Winter 2017**  
**Mon 4:00-5:00 + Tu 6-7/Wed 5:30-6:30/Th 5:30-6:30**  
**SS 1114**  
**Course Web Page: <https://d2l.ucalgary.ca>**

**Office: Social Sciences 1016**  
**Office Phone: (403) 220-4677**  
**Office Hours: Tues 2-3, Wed 3:30-4:30, and by appointment**  
**Email: [mcla@ucalgary.ca](mailto:mcla@ucalgary.ca)**

**FACULTY OF ARTS**  
**DEPARTMENT OF ENGLISH**  
**COURSE SYLLABUS**  
**520: COMMUNITY ENGAGEMENT THROUGH LITERATURE**

Course Description

This course combines classroom and community-based learning in partnership with the Calgary Public Library’s “Homework Help” program. The goals of the course are to explore practical ways that knowledge gained in the study of English might serve the community, to reflect on the relationship between literary studies and public service, and to read your community the way you might read a text.

Students will meet in a formal classroom setting to examine and prepare materials and readings. Once a week students will work in a branch of the Calgary Public Library, bringing their expertise and interest in literature to support and mentor youth volunteers (Grades 7-12) leading “Homework Help” programs for Grades 3-6 students. “Homework Help” is designed to support students in achieving academic success, and U of C students will work with youth volunteers to design and implement activities for this program.

Volunteer sessions take place at a branch library (as previously assigned to individual students, two students at each participating branch) on Tuesdays from 6-7 pm, Wednesdays from 5:30-6:30 pm, or Thursdays from 5:30-6:30 pm. 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. Although there will be no class sessions at the University during Reading Week, students are expected to be available for work in the library during that time. Work in the library will continue through April 15. There will be a preparation meeting at the Library prior to the start of the volunteer component. Students must attend this session.

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 community service. 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.

Required Texts

Grobman and Rosenberg, *Service Learning and Literary Studies in English*  
Downloaded essays (see Reading Schedule on D2L for further details)

Course Requirements

Percentage of Final Grade

One Informal Presentation .....	10%
Two Critical Reflections (300-500 words each) .....	20%
Community Challenge Investigation (8 pages).....	25%

Report to the Public Library (5-7 pages) .....	25%
Community Engagement Analysis (5-7 pages) .....	20%

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 Informal Presentations

Working with your library partner, you will give a 10-minute presentation to the class explaining the work you’re doing at the library, the successes you’re having, the challenges you’re facing, and the community issues you’re encountering. Informal presentations will be followed by brief question and answer sessions. The informal presentation is worth 10% of the final grade.

About Critical Reflections

You will write two short papers that offer critical reflection on the volunteer experience and/or 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 3.

About Community Challenge Investigations

For this assignment, you will investigate a community or civic challenge that your work in the library has exposed. Challenges might include an aspect of public education, the integration of immigrants, the provision of disability services, racial and ethnic divisions in the city, public safety, library support, the effects of poverty in Calgary, etc. You will write an eight page essay investigating that topic and making an informed argument about it. Your essay must incorporate at least three references to reputable outside sources (books, academic journal articles, news and magazine articles, interviews with professionals, etc.). Reports on community challenges are due no later than Apr. 17 and are worth 25% of the grade for the course.

About Reports to the Public Library

You and your library partner will jointly prepare a written report for delivery to the Calgary Public Library at the end of the term. The class as a whole will compile these reports into a single document with a one-page Executive Summary. Reports should address what worked, what can be improved, challenges faced, success stories, and any other relevant information. Reports to the Public Library are worth 25% of the course grade and are due no later than Apr. 20.

About Community Engagement Analysis

Each student will write a 5-7 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 20% of the course grade, is due no later than April 24.

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](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 below.

<http://english.ucalgary.ca>

### Guidelines on e-mail Etiquette:

<http://gsa.ucalgary.ca/wp-content/uploads/2016/09/Email-Etiquette.pdf>

### Library and Research Support:

Christie Hurrell, Interim Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: [christie.hurrell@ucalgary.ca](mailto:christie.hurrell@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 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](mailto: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 3<sup>rd</sup> 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](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 Student Ombuds 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.