

**APPLIED ARTS DIVISION  
SCHOOL OF HEALTH, EDUCATION & HUMAN SERVICES  
Yukon Native Teacher Education Program  
Credit Course  
Fall 2015**



**COURSE OUTLINE**

**ELNG 325  
THE TEACHING OF WRITING**

**CREDIT COURSE**

YUKON COLLEGE  
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Yukon College  
P.O. Box 2799  
Whitehorse, Yukon  
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*Students are urged to save this course outline for future reference. When enrolling in courses at other institutions, copies of your course outlines may be required to determine credit for courses already taken.*

**SCHOOL OF HEALTH, EDUCATION & HUMAN SERVICES**  
**Yukon Native Teacher Education Program**  
**Credit Course**  
**Fall 2009**

**ELNG 325**  
**The Teaching of Writing**

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**INSTRUCTOR:** Shari Worsfold

**OFFICE HOURS:** N/A

**OFFICE LOCATION:** N/A

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**COURSE OFFERING**

**DAYS & TIMES:** Thursdays  
5:00 – 8:30

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**CALENDAR DESCRIPTION**

Classroom applications of recent theory, research, and practice in the teaching of writing for elementary pre-service teachers. Study of writers' processes and strategies through participation in a writing workshop.

**PREREQUISITES**

ELNG 205

**REQUIRED TEXTBOOKS/MATERIALS**

Teaching Writing: Balancing Process and Product, 5<sup>th</sup> Ed., Gail #. Tompkins, 2008, Pearson Educ. Inc.

Choice Words: How our Language Affects Children's Learning, Peter Johnston, 2004, Stenhouse Publishers

**LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to:

- Recognize literary genres and the structural elements unique to each genre
- Understand how the use of literature is linked to the writing process
- Identify the five (5) stages in the writing process
- Describe how the stages are applied to one's own writing process
- Develop a plan for implementing a writing process classroom
- Recognize the developmental stages in writing development
- Understand the unique and diverse levels of writing proficiency
- Use a variety of assessment tools to provide constructive feedback

## **DELIVERY METHODS/FORMAT**

This course will be comprised of content lectures and discussion of issues pertinent to teaching writing.

## **COURSE REQUIREMENTS/EVALUATION**

### **Attendance and Participation**

Your mark will be based on a standard of professional conduct that includes attendance, punctuality, preparation, listening and speaking. **Attendance** involves showing up every day, arriving on time, and staying with the day's work until class is dismissed. In the event of a missed class due to sickness, death in the family or other emergencies, student is expected to notify the instructor prior to class and assume responsibility for missed handouts and class content. Should a student miss more than 10% of terms scheduled classes, s/he may be denied permissions to write the final exam. **Preparation** requires careful reading, thoughtful writing, and other activities prior to class. **Listening** can be made both active and visible by making notes on class discussions and activities and by referring to what other students have said in class. Effective **speaking** requires sensitivity to the group: when possible, it is preferable to hear from every person at least once per class.

### **Assignments**

Class participation	10%
Multi-Genre Presentation	20%
In-class Writing assignments (3)	30%
Major Paper	20%
Final Exam	20%

### **Projects**

#### **Multi-Genre Presentation (20%)**

For this assignment you will choose a topic and represent it in 5 different genres. Students will present their posters to the group.

**Due:** These presentations will be made near the end of the semester.

### **In-class Writing Assignments (30%)**

These three assignments will be part of class and embedded in a writing process from pre-writing, drafting, revising, editing and presenting. Due throughout the semester.

### **Major paper (20%)**

You will be given a choice of topics regarding the writing process. This paper will be 1000 – 1500 words in length and will be due prior to the final exam.

## **Tests**

### **Final Exam (20%)**

Final Examinations are held at the end of the semester in the designated examination period. Once a final examination date and time have been published, it cannot be changed. Students are expected to write their exams as scheduled unless there are serious extenuating circumstances such as serious illness, accident, or other legitimate circumstances beyond their control. An extension must be approved by the Coordinator, Chair or Dean.

### **Late Assignments**

All assignments and presentations must be handed in or presented on the due dates unless previous arrangements have been made with the instructor. In these cases, marks may still be deducted for late assignments. Assignments handed in late with no explanation given or no previous arrangements made with the instructor, will be deducted 5% per day. NO assignments will be accepted after the last class.

### **Evaluation**

All assignments and due dates will be carefully explained in class and given to students in writing. Students will receive a rubric outlining expectations of each assignment.

## **PLAGIARISM**

Plagiarism is a serious academic offence and is subject to discipline as deemed warranted. It involves presenting the words of someone else as your own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and to document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). Resubmitting a paper for which you have previously received credit is also an academic offence.

### **Student Rights and Responsibilities**

Students have the responsibility as members of the academic community to act in an acceptable manner as defined by all relevant College Policies and Procedures. Students should be fully aware of information regarding their rights and responsibilities. Be sure to *thoroughly* read your copy of the Student Information Handbook.

**A note to students with special needs:** If there is any student who, because of a disability, may have a need for accommodations, please discuss this with the instructor, as well as contacting the Co-ordinator of Special Needs Services at 668-8785 or [ccolaci@yukoncollege.yk.ca](mailto:ccolaci@yukoncollege.yk.ca).

University of Regina & Faculty of Education  
Summary of Academic Regulations & Reminders (Undergraduate)

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As a student at the University of Regina it is your responsibility to be aware of and to follow all academic regulations in the Undergraduate Calendar available at <http://www.uregina.ca/student/registrar/calendars-schedule.html>. Please pay particular attention to “[Responsibilities of Students](#)” (§5.1), “[Student Behaviour](#)” (§5.13) and note the policies, expectations and information as outlined below:

1. **Students with Special Needs** - Any student with a disability, injury or illness who feels they may need academic accommodation should discuss this with the course instructor after contacting the [Centre for Student Accessibility](#), located in Riddell Centre 251, phone 306-585-4631, or email [accessibility@uregina.ca](mailto:accessibility@uregina.ca).
2. **Language Competence** - Students are expected to meet recommended standards of language competence as part of graduation requirements in the Faculty of Education.
3. **Attendance & Punctuality (§5.3)** - Regular and punctual attendance at classes provides a foundation for academic success, and is expected of all students. When the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. One written warning will be provided to the student before such action is taken.
4. **Late Assignments** - Action regarding late assignments may vary from instructor to instructor. Expectations or due dates for assignments, as well as the marks that may be deducted for late assignments are noted in the course syllabus. (For example, some instructors deduct one mark for each day late.) Normally, all required elements of the program must be successfully completed by each student.
5. **Professional Conduct** - Teaching is a helping profession. In order for the profession to achieve its goals and values, to enhance the quality of public education in the Province, and protect its members and those whom it serves the Faculty of Education has established sound and reliable criteria and procedures for evaluating the suitability of aspiring teachers. The criteria specify appropriate conduct for students in teacher education. The procedures specify processes for screening, regulating and monitoring their professional conduct. The Faculty of Education has the right and

responsibility to assess students' professional conduct in terms of the criteria outlined above and in terms of criteria outlined in the following documents. It will take appropriate actions in accordance with the following legislation, policies and guidelines:

- The University of Regina Academic Regulations
- The Canadian Teachers' Federation Code of Ethics
- The Saskatchewan Teachers' Federation Code of Ethics
- The Education Act, 1995, Saskatchewan
- The Board of Teacher Education and Certification, Guiding Principles and Beliefs
- Student Review Policy, Faculty of Education.

6. **Progress in the Program (\$11.5.2)** - Under current faculty regulations, progress in the program is based on academic standing and professional development. Faculty selection and review committees determine students' eligibility to progress into all professional semesters, including internship. It is the responsibility of each student to become familiar with the selection criteria and procedures.

**Faculty Action:** At the end of each semester, students with poor academic records and/or unsatisfactory professional development will be subject to faculty action. Students will be required to discontinue or will be placed on faculty probation.

7. **Student Behaviour (\$5.13)** - Students of the University of Regina are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the University. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.
8. **Academic Misconduct (\$5.13.2.2)** - Acts of academic dishonesty or misconduct include acts which contravene the general principles described in [§5.13.1](#). In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the University community. For the penalties, see [§5.13.5](#).

**Cheating** - Cheating constitutes academic misconduct. Cheating is dishonest behaviour (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- copying from the work of other students;

- communicating with others during an examination to give or receive information, either in the examination room or outside it;
- consulting others on a take-home examination (unless authorized by the course instructor);
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- altering answers on an assignment or examination that has been returned;
- taking an examination out of the examination room if this has been forbidden.

**Plagiarism** - Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice.

Plagiarism includes the following practices:

- not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the Internet.

***Students who are uncertain what plagiarism is should discuss their methodology with their instructors.***

*Note: The Department of English Style Guide is available inexpensively from the University Bookstore. Students may also consult online resources.*

9. **Withdrawal from a Course** - Students who are not attending but haven't formally withdrawn are still registered, are liable for fees, and will be assigned a grade of "NP" for failing to complete the course. Students may drop classes in UR Self-Service

up to the deadline for withdrawing from a course without a failing grade. Changes after the deadline, must be made in their Faculty or College office, or students may mail, fax or email registration requests (students should check with their Faculty or College office). Please consult §1.2 of the Undergraduate Calendar for refund deadlines and §3.3.5 for making changes to course registration.

10. **Deferrals** - If you become unable to complete your term work or final exams (i.e. due to illness, accident, or a death in the family), you may be eligible to apply for a deferral of final examinations and/or term work. Please consult section §5.7 of the Undergraduate Calendar and contact the Faculty of Education's Student Program Centre (ED 354, phone 306-585-4537 or email [Education.Counselling@uregina.ca](mailto:Education.Counselling@uregina.ca)) or your faculty student services office as soon as possible for advice regarding deferrals.
11. **Invigilators' Rights** - An invigilator who suspects a student of cheating has the authority to ask the student to do such things as empty pockets, pencil cases, etc., and roll up their sleeves. The invigilator should ensure they have a witness when asking the student to perform the request. The invigilator should not badger the student or unduly disrupt that student's (or other students') ability to complete the examination. If the student refuses to cooperate, the invigilator can not do more except to make written note of the students' refusal when reporting on the matter under the disciplinary regulations.
12. **Harassment & Discrimination Prevention Policy (§8.4.5)** - All members of the University community are entitled to a professional working and learning environment free of harassment and discrimination. This entitlement, however, carries with it the expectation that all members of the University community will conduct themselves in an appropriate and responsible manner, with due respect and regard for the rights of others. No member of the university community shall cause or participate in discrimination against or harassment of another person. Anyone with inquiries, seeking advice or information, looking to resolve conflict arising from harassment and discrimination or wishing to discuss alternate resolution options or file a complaint can visit HDPCRS in RC 251.14 or call 306-585-5400 or email at [respect@uregina.ca](mailto:respect@uregina.ca).
13. **U of R Email (<https://webmail.uregina.ca/>)** -The Registrar's Office uses EMAIL SENT TO YOUR UNIVERSITY OF REGINA EMAIL ACCOUNT as an OFFICIAL MEANS OF COMMUNICATION. For many purposes, the office will make no other form of contact. **Please ensure that you monitor your university email account regularly.** All students are provided email, Novell and Unix accounts. Students have a **2GB** quota for email and can obtain information about their email address and password at [www.uregina.ca/is/student/](http://www.uregina.ca/is/student/). If you are not receiving email, check to see if you are over quota or if you have enabled email forwarding. **Email delivery cannot be guaranteed if it is being forwarded.**

14. **UR Self-Service and Contact Information** - Please update your contact information at the beginning of each semester (address, email, phone numbers, etc.) at UR Self-Service:  
[https://banner.uregina.ca/prod/sct/twbkwbis.P\\_WWWLogin](https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin). Using UR Self-Service, you can also change your PIN (strongly recommended); register for or drop classes; check class schedules; check grades and transfer credits; search up-to-date credit and non-credit course timetables; consult course descriptions; order & pay for textbooks; settle accounts by credit card; view and print T2202A Education Deduction Certificate; and view and print a confirmation of enrolment or unofficial transcript.

## **5.9 GRADING SYSTEM AND DESCRIPTIONS (University of Regina 2015-2016 UG Calendar - p. 39)**

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The University of Regina employs a percentage grading system. A grade of less than 50% is a failing grade for undergraduate programs.

### **5.9.1 GRADING DESCRIPTIONS**

#### **5.9.1.1 Percentage grades**

90-100

An outstanding performance with very strong evidence of:

- an insightful and comprehensive grasp of the subject matter;
- a clear ability to make sound and original critical evaluation of the material given;
- outstanding capacity for original creative and/or logical thought;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

80-89

Very good performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a good capacity for original, creative, and/or logical thinking;
- a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

70-79

Above average performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative, and/or logical thinking;
- an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and

- to express thoughts both in speech and in writing.

60-69

A generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.

50-59

A barely acceptable performance with evidence of:

- a familiarity with the subject material;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and techniques;
- partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;
- basic competence in writing.

0-49

Unacceptable performance.

### 5.9.1.2 Alphabetical grades

With the exception of the grades of NP and XF (see “Calculation of Grade Point Averages,” below), none of the following grades has a numeric value. Grades of AG, C, and P are passing grades. Grades of F, N, NP, and XF are failing grades. The remaining grades are neutral.

AG	Aegrotat standing	IP	In Progress
AU	Audit, no credit	MC	Maintenance of Candidacy
AW	Audit withdrawal	N	No Credit for Hours Shown
C	Credit for hours shown	NP	Not Passed
CW	Compulsory withdrawal	NR	Not Yet Reported
DE	Deferred examination	P	Pass Standing
F	Failure	W	Withdrew from Course
IN	Incomplete	XF	Academic Misconduct