**ARTS 1110 (W) Introduction to University – Fall 2019**

**Credit Hours:** 3  
**Lecture Section:** A04  
**Term Dates:** Sept 4 – Dec 6  
**Lecture Class:** Tuesdays 2:30 pm - 3:45 pm, 206 Tier  
**Writing Lab:** Thursdays, 2:30 pm – 3:45 pm (check Aurora for the location of your lab)

### INSTRUCTOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dr. J. K. Honeyford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:jim.honeyford@umanitoba.ca">jim.honeyford@umanitoba.ca</a></td>
</tr>
<tr>
<td>Office location</td>
<td>205 Tier (check in at front desk)</td>
</tr>
<tr>
<td>Office hours</td>
<td>Thursdays: 10:30am - 12:00pm and 1:00pm - 2:00pm.</td>
</tr>
</tbody>
</table>

*NOTE: All offices on the 200 level of Tier are scent free zones due to allergies and sensitivities.*

To request an appointment outside of regular office hours, please email Dr. Honeyford. Please note that Dr. Honeyford cannot guarantee replies on Wednesdays or weekends.

Important reminder: University policy allows instructors to use only your University of Manitoba email account for ALL communications. It is your responsibility to check your U of M email account regularly.

### COURSE DESCRIPTION

**CALENDAR DESCRIPTION:** A seminar course designed to help students make the transition from high school to university by imparting knowledge, skills, and attitudes requisite for success in university study.

**COURSE OBJECTIVES:**
1. The improvement of metacognitive awareness of learning processes through an enhanced understanding of learning principles and strategies;
2. The improvement of individual writing skills through a detailed exploration of the writing process;
3. The improvement of research skills through the process of selecting and justifying appropriate resources for each of two selected theses;
4. The improvement of reasoning skills through the application of structure and logic to writing, research and problem solving.

**STRUCTURE OF COURSE AND ATTENDANCE:** The ARTS 1110 course is comprised of a lecture section and a lab (seminar) section. Students are required to attend both portions of the course.

**METHOD OF TEACHING:** ARTS 1110 employs the use of lectures, class discussions, group work, and demonstrations and all students are expected to come prepared for each class. Active participation in the course is required. In particular, since this course emphasizes the importance of understanding writing as a process, and since that understanding can only be achieved through application and practice, students are expected to participate fully in the seminar section.

**WRITTEN ASSIGNMENTS:** This course fulfills a 3-hour writing requirement (W), and thus, assignments will focus on writing. Students must submit both written assignments in order to receive a passing grade in the course. These assignments will be evaluated for style, content, spelling and organization. See “Assignments” for specifics.

Finally, if you have any concerns about this course, please be encouraged to discuss them with the instructor. ARTS 1110 Instructors are interested in and conversant with issues relating to the transition from high school to the university learning environment. If you are thinking about withdrawing from the course, your instructor can help you make a well-informed decision.
REQUIRED TEXTBOOKS
A value package (ISBN – 9780136453581) containing two books:

Readings: Students are expected to have a basic understanding of the material to be covered in class by having the relevant chapter(s) read prior to class.

REFERENCING STYLE
In this course, students will be required to use the APA (6th edition) referencing style. Students are not required to purchase the APA style guide for this course, but should be aware that the style guide is as follows: American Psychological Association. (2010). Publication manual of the American Psychological Association. Washington, DC: American Psychological Association.

UMLEARN – REQUIRED ONLINE COURSE RESOURCES
In this course, the majority of course resources (e.g., PowerPoint lecture slides, assignment descriptions, rubrics, other resources) will be posted on UMLearn. Students can access UMLearn at http://www.umanitoba.ca/umlearn. You can log in to UMLearn using your UMnetID and password. To claim your UMnetID and password, please go to http://www.umanitoba.ca/claimid.

IMPORTANT DATES AND DEADLINES
• Last date to drop a Fall term course and receive a full refund is September 17.
• Last date to add a course in the revision period is Sept 18.
• The voluntary withdrawal (VW) deadline is November 18.
• Fall Term Break is Nov. 12-15. (As with classes in most faculties, ARTS 1110 classes will not be held on those days)
• University Closures during Fall term:
  o Oct. 14 – Thanksgiving Day
  o Nov. 11 – Remembrance Day

STUDENT ACCESSIBILITY SERVICES
If you are a student with a disability, please contact SAS for academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g., mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services http://umanitoba.ca/student/saa/accessibility/
520 University Centre
204-474-7423
Student_accessibility@umanitoba.ca

Both your instructor and teaching assistant will, at your request, facilitate a meeting with you to discuss any recommended accommodations by Student Accessibility Services.
ACADEMIC LEARNING CENTRE
The Academic Learning Centre (ALC) offers free supports in academic writing, learning, and research for graduate and undergraduate students at the University of Manitoba.

- Access online resources or contact the ALC [http://www.umanitoba.ca/student/academiclearning](http://www.umanitoba.ca/student/academiclearning)
- Register to attend an ALC workshop [http://umanitoba.ca/student/academiclearning/workshops/index.html](http://umanitoba.ca/student/academiclearning/workshops/index.html)
- Schedule individual appointments with ALC content and writing tutors or learning skills specialists [https://manitoba.mywconline.com/](https://manitoba.mywconline.com/)

TECHNOLOGY IN THE CLASSROOM
It is the general University of Manitoba policy that all technology resources are to be used in a responsible, efficient, ethical and legal manner. The student can use all technology in the classroom setting only for educational purposes approved by the instructor and/or the University of Manitoba Student Accessibility Services. Students should not participate in personal direct electronic messaging/posting activities (e-mail, texting, video or voice chat, wikis, blogs, social networking (e.g. Facebook) online and offline “gaming” during scheduled class time. If the student is on call (emergency) the student should switch his/her cell phone on vibrate mode and leave the classroom before using it. (© S Kondrashov. Used with permission).

RECORDING CLASS LECTURES
Please do not record class lectures without the permission of the instructor. The instructor and the University of Manitoba hold copyright over the course materials, presentations, and lectures that form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without the permission of the instructor. Course materials (both paper and digital) are for the participant’s private study and research.

ACADEMIC INTEGRITY
As a University of Manitoba student you have rights and responsibilities; it is important to educate yourself about plagiarism, cheating, examination protocol, academic dishonesty and the rights of students. You are expected to view the Academic Integrity section in the 2019-20 UofM Academic Calendar: [cresco1prod.ad.umanitoba.ca/ViewCatalog.aspx?catalogid=380&chapterid=4750&topicgroupid=25112](cresco1prod.ad.umanitoba.ca/ViewCatalog.aspx?catalogid=380&chapterid=4750&topicgroupid=25112).

Please feel free to contact Loie Gervais, the U of M’s Academic Integrity Coordinator with any questions. Loie can be reached at 204-290-3856 or [Loie.Gervais@umanitoba.ca](mailto:Loie.Gervais@umanitoba.ca).

All work in this course is to be completed independently unless otherwise specified. At times, you will be asked to work in groups during class – this is the only group work permitted in this course. Students must be the sole authors of the papers they submit in this course. Please note that if you have questions about academic integrity, particularly as it pertains to the assignments submitted in this course, you should feel free to approach your instructor and/or teaching assistant with those questions.

ASSIGNMENTS

A. Research Papers: (50%)

*Objective:* To demonstrate the ability to synthesize existing research and scholarship on a specific subject with one’s own understanding of the material and represent that synthesis in a clear and compelling manner.

Each student will write research papers on two separate topics. For each of the two topics, a short paper (500 words) will be graded and returned to the student, providing an opportunity for the student to review the feedback and write a longer essay (1500 words) on the same topic. Because the emphasis in this course is on the *process* of research and essay writing and not simply on the *product,* each essay will be worked through a series of stages in the seminar (lab) component of the course. Students will be provided with lists of topic options as well as with grading rubrics. Students will also be provided
with written comments on their research papers. Students will also be required to submit short annotated bibliographies with their 1500 word papers. *All papers must be submitted to your in hard copy to your TA and electronically to UMLearn by the assignment deadline.

**Late Assignments:** Will only be accepted with the instructor’s approval and may be subject to a late penalty of 3 marks. Extensions may be considered if circumstances merit – appropriate documentation (e.g., medical note) is generally required.

**Low Word Count:** Will be subject to a penalty of 3 marks per 100 words short on 1500 word essays, and 10 marks per 100 words short on 500 word essays.

**B. Midterm Examination:** (10%)

*Objective:* To demonstrate conceptual understanding of course material and to demonstrate ability to write essay examinations. The mid-term examination will be comprised of essay questions. Students will be evaluated by a rubric. Students will not be provided with written comments on the midterm.

**C. Final Examination:** (30%)

*Objective:* To demonstrate conceptual understanding of course material and to demonstrate ability to write essay examinations. Students will be evaluated by a rubric. Students will not be provided with written comments on the final exam.

**Final Examination Date and Location** are not yet determined. Check ‘My Exams’ in Aurora.

*Note:* Both the Midterm Examination and the Final Examination will be comprised of a number of short essay questions. Test items will be based on lectures, texts, seminar and class discussions, and demonstrations. If a student misses the midterm test, the student should e-mail their teaching assistant or course instructor immediately to request alternate arrangements. Alternate arrangements may be considered if circumstances merit – appropriate documentation (e.g., medical note) is generally required. If a student misses the final exam, deferred exam procedures must be followed: [http://umanitoba.ca/student/records/finals/682.html](http://umanitoba.ca/student/records/finals/682.html).

**D. Quizzes and other short assignments:** (10%)

Weekly quizzes and other short assignments may be given in the lab, in the lecture, and/or as take-home assignments. Marks will be awarded for successful completion of these assignments. Students will not be provided with written comments on these assignments.

The following assignments will be returned (in the writing lab class) prior to the VW deadline (November 18), provided they are completed on the date identified in the schedule included in this course outline:

- The 500-word essay and the 1500-word essay for Assignment 1
- The 500-word essay for Assignment 2
- The Midterm Examination

Some quizzes and other short assignments will be completed before the VW deadline. Marks for these assignments can be requested from your teaching assistant during office hours.

**Unclaimed Assignments:** In accordance with university policies, unclaimed assignments will become the property of the faculty and will be subject to destruction.
### PERSONAL ACHIEVEMENT LOG

<table>
<thead>
<tr>
<th>Assignment or Evaluation Tool</th>
<th>Total Percentage</th>
<th>My achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper # 1 (500 words)</td>
<td>/5</td>
<td></td>
</tr>
<tr>
<td>Paper # 1 (1500 words) w/ annotated bibliography</td>
<td>/20</td>
<td></td>
</tr>
<tr>
<td>Paper # 2 (500 words)</td>
<td>/5</td>
<td></td>
</tr>
<tr>
<td>Paper # 2 (1500 words) w/ annotated bibliography</td>
<td>/20</td>
<td></td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>/10</td>
<td></td>
</tr>
<tr>
<td>Quizzes &amp; other short assignments</td>
<td>/10</td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>/30</td>
<td></td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>/100</td>
<td>/100</td>
</tr>
</tbody>
</table>

### GRADING SCALE

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Percentage range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 - 100</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>80 – 89.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79.9</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74.9</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>65 – 69.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>60 – 64.9</td>
<td>Adequate</td>
</tr>
<tr>
<td>D</td>
<td>50 – 59.9</td>
<td>Marginal</td>
</tr>
<tr>
<td>F</td>
<td>less than 50</td>
<td>Failure</td>
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**Note:** All final grades are subject to departmental review:

Senate Policy #1307 requires a “post-examination of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections.” Accordingly, the final grade distribution for this course may be raised or lowered to achieve such equity.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Class 1: Sept. 10</td>
<td>Learning to Learn: Making Intentional Adjustments</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Class 2: Sept. 17</td>
<td>The Processes and Principles of Human Memory</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Class 3: Sept. 24</td>
<td>Active Learning</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Class 4: Oct. 1</td>
<td>Bloom’s Taxonomy and Learning in the Disciplines</td>
<td>Chapter 4-7</td>
</tr>
<tr>
<td>Class 5: Oct. 8</td>
<td>Strategies for Taking Tests; Exam Review</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Class 6: Oct. 15</td>
<td>Mid-Term Test (held in lecture classroom)</td>
<td>No readings</td>
</tr>
<tr>
<td>Class 7: Oct. 22</td>
<td>Introduction to Critical Thinking: Reasons Lead Logically to Conclusions; Rival Causes</td>
<td>Chapter 9-10</td>
</tr>
<tr>
<td>Class 8: Oct. 29</td>
<td>Scientific Evidence; More (&amp; Less) Systematic Forms of Investigation;</td>
<td>Chapter 16-17</td>
</tr>
<tr>
<td>Class 9: Nov. 5</td>
<td>Limits to the Application of Reason; Subjective Sources of Evidence</td>
<td>Chapter 14</td>
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**Fall Term Break Nov. 12-15** (No Classes)

<table>
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<tbody>
<tr>
<td>Class 10: Nov. 19</td>
<td>Peer Review, Trust and Credibility</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>Class 11: Nov. 26</td>
<td>Ambiguity: Common Sense, Cultural Assumptions, and the Lovely Treachery of Words</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Class 12: Dec. 3</td>
<td>Logical Fallacies</td>
<td>Chapter 12</td>
</tr>
</tbody>
</table>
# ARTS 1110 Lab Schedule – Fall 2019

*(Please note that this schedule is subject to change)*

<table>
<thead>
<tr>
<th>Class 1: Sept. 5</th>
<th>Topics Covered in Class</th>
<th>Readings</th>
<th>DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Argumentative Essays</td>
<td>Chapters 1 &amp; 2</td>
<td>• practice essay (in class)</td>
</tr>
<tr>
<td>Class 2: Sept. 12</td>
<td>Thesis Statements, Incorporating Research, APA Style</td>
<td>Chapter 4</td>
<td>• Thesis statement for Assignment 1 (due in hard copy in class AND electronically to UMLearn by 2:30 pm)</td>
</tr>
<tr>
<td>Class 3: Sept. 19</td>
<td>IDDL Model, Introductions and Conclusions</td>
<td>Chapter 3</td>
<td>• Assignment 1 (500 word essay)</td>
</tr>
<tr>
<td>Class 4: Sept. 26</td>
<td>Essay Feedback, Workshop 500-word essays</td>
<td>Chapter 5</td>
<td>• Annotated Bibliography (2 sources)</td>
</tr>
<tr>
<td>Class 5: Oct. 3</td>
<td>Reviewing for Midterms</td>
<td>Chapter 6</td>
<td>• Assignment 1 (1500 words) w/ annotated bibliography</td>
</tr>
<tr>
<td>Class 6: Oct. 10</td>
<td>Reviewing for Midterms</td>
<td>--</td>
<td>• Thesis statement for Assignment 2 (500 word essay)</td>
</tr>
<tr>
<td>Class 7: Oct. 17</td>
<td>Essay Feedback, Thesis Statements</td>
<td>Chapters 7 &amp; 8</td>
<td>• Refined thesis statement for Assignment 2 (500 words)</td>
</tr>
<tr>
<td>Class 8: Oct. 24</td>
<td>Post-Exam Review</td>
<td>Chapters 9 &amp; 10</td>
<td>• Assignment 2 (500 words)</td>
</tr>
<tr>
<td>Class 9: Oct. 31</td>
<td>Essay Feedback, Workshop 500-word essays</td>
<td>Chapter 11</td>
<td>--</td>
</tr>
<tr>
<td>Class 10: Nov. 7</td>
<td>Evidence</td>
<td>Chapter 12</td>
<td>• Assignment 2 (1500 words) w/ annotated bibliography</td>
</tr>
</tbody>
</table>

| Nov. 12 - 15 | Fall Term Break | (No Classes) |

| Class 11: Nov. 21 | Essay Feedback Preparing for the Optional Rewrite | Chapter 13 | -- |
| Class 12: Nov. 28 | Essay Feedback Preparing for the Optional Rewrite | Chapter 14 | -- |
| Class 13: Dec. 5 | Final Exam Review | | • Optional rewrite of one 1500-word essay. |

Assignments not listed on the schedule: weekly quizzes and other short assignments