

## ARTS 1110 (W) Introduction to University

**Credit Hours:** 3

**Lecture Section:**

**Term Dates:**

**Lectures:**

**Writing Labs:** check Aurora for the day, time and location of *your* lab

### INSTRUCTOR CONTACT INFORMATION

**Instructor:**

**Email:**

**Office (student meeting) hours:**

**To request an appointment outside of regular office hours, please email your instructor.**

Your instructor may need 24 hours to respond to emails and may not be able to reply evenings and weekends. If you have waited more than 48 hours for a reply, please send a kind reminder that you are waiting for a reply.

**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.**

### Covid-19 Protocols

This course follows all university rules and protocols, including those related to Covid-19. The course will meet in person unless university rules require otherwise. If the instructor or TA contracts Covid-19, specific class arrangements will be communicated to your official university email account. All course members--students and instructors alike--**must** follow current university health guidelines and protocols. Please see the university's current official guidelines and protocols at the end of this syllabus.

### 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 a research paper.
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 weekly lecture and a weekly writing lab. Participation in all aspects of the course is required.

**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 writing lab.

**WRITTEN ASSIGNMENTS:** This course fulfills a 3-hour Written English Requirement (W), and, thus, assignments will focus on writing. Students must submit 1500-word essays on both topics in order to receive a passing grade in the course. These essays will be evaluated for content, organization and style. 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

Please consult the University of Manitoba bookstore list and the current Arts 1110 syllabus for a current list of required textbooks.

**Additional readings will be posted on UMLearn.** Students are expected to complete assigned readings **prior** to the lecture or lab for which they are assigned.

### REFERENCING STYLE

In this course, students will be required to use the APA (7<sup>th</sup> edition) referencing style. An excellent online guide is available from APA: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

### UMLEARN – REQUIRED ONLINE COURSE RESOURCES

In this course, the majority of course resources (e.g., PowerPoint lecture slides, assignment descriptions, 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/signum>.

### IMPORTANT DATES AND DEADLINES

Full information is available at <https://umanitoba.ca/registrar/important-dates-deadlines>

- **Last date to drop this course with a refund is**
- **Last date to add this course is**
- **The voluntary withdrawal deadline is**
- **Final exam period is from**
- **University closures during the course (no classes):**

### STUDENT COUNSELLING CENTRE

The Student Counselling Centre provides free counselling and mental health support to UM students. We are open year-round, Monday through Friday from 8:30 am to 4:30 pm. Our commitment is to offer a support service to every student who contacts us. The SCC is located at 474 UMSU University Centre. <https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc>

### STUDENT ACCESSIBILITY SERVICES

Students who qualify for academic accommodation supports and services, such as note-taking, interpreting, assistive technology and exam accommodations are encouraged to contact SAS to arrange a confidential consultation.

*Student Accessibility Services* <http://umanitoba.ca/student-supports/accessibility>

204-474-7423

[Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

Both your instructor and teaching assistant are available, at your request, to meet 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>
- Register to attend an ALC workshop
- Schedule individual appointments with ALC content and writing tutors or learning skills specialists: <https://manitoba.mywconline.com/>

### RECORDING LECTURES AND LABS AND RE-DISTRIBUTING COURSE MATERIALS

Do not record class lectures without the permission of the instructor, and do not record the labs without the permission of the teaching assistant. 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 and may not be posted to file sharing websites or shared in any other way that compromises the integrity of the course. Redistributing the course materials in any form without permission violates the copyholder's legal rights and may be subject to investigation.

### 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. For more information about these policies, refer to the academic integrity section of the University of Manitoba academic calendar at <https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>. If you have any questions about the practices of academic integrity, please feel free to visit the university's academic integrity resource page at <https://umanitoba.ca/student-supports/academic-supports/academic-integrity> or to contact the academic integrity coordinator at [AcademicIntegrity@umanitoba.ca](mailto:AcademicIntegrity@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 that they submit in this course. Plagiarism, contract cheating, inappropriate collaboration, and the use artificial intelligence technology such as ChatGPT for any assignment is strictly prohibited and will result in academic misconduct investigations. 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 essays: (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.

**Late assignments:** are only accepted with the instructor's approval and may be subject to a late penalty of 3 marks. Extensions may be considered if circumstances merit and generally must be requested at least 24 hours prior to the assignment deadline. Appropriate documentation is generally required.

**Low word count:** Essays that do not meet the word count requirements will be subject to a penalty of 3 marks per 100 words short.

**Citations:** Papers lacking adequate citations may be returned to the writer immediately and must then be resubmitted with citations added by a deadline determined by the TA; a late assignment penalty of 3 marks will apply to the resubmitted paper.

**Essay 1:**

For the first topic, a 1200-word essay (10% of final grade) will be graded and returned to the student with feedback, providing an opportunity for the student to review the feedback and then revise and expand the essay for resubmission as a 1500-word essay (20% of final grade). 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 developed through a series of stages in the lab component of the course. Students will also be required to submit annotated bibliographies a week before their 1500-word essays. See the writing lab schedule for more information.

**Essay 2:**

For the second topic, students will write a single 1500-word essay (20% of final grade). Students are expected to incorporate the feedback they received on their prior papers. There is no re-write option for the second essay.

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

Objective: To demonstrate conceptual understanding of course material and to demonstrate ability to write a short-answer test. The mid-term test will be comprised of short-answer questions. Answers will be evaluated according to a rubric. Students will not be provided with written comments on the midterm.

**C. Final examination: (20%)**

Objective: To demonstrate conceptual understanding of course material and to demonstrate ability to write essay examinations. Answers will be evaluated according to a rubric; students will not be provided with written comments. The final exam will be written in person during the exam period (April 14-28) with the exact day and time scheduled by the registrar's office (more details to follow; check Aurora).

**\*Note:** The final examination will be comprised of short and long-answer questions. Test items will be based on lectures, texts, class discussions, and demonstrations. If a student misses the final exam, deferred exam procedures must be followed: <http://umanitoba.ca/student/records/finals/682.html>.

**D. In-class quizzes and other short assignments: (20%)**

Regular quiz questions and other short assignments may be given in the lab, in the lecture, and/or as take-home assignments. These assignments will be marked, but written comments will not be provided.

**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

Assignment	Total Percentage	My achievement
Essay # 1 (1200 words)	/10	
Essay # 1 (1500 words) <u>rewrite</u>	/20	
Essay # 2 (1500 words)	/20	
In-class quizzes & other short assignments	/20	
Midterm test	/10	
Final exam	/20	
<b>Total Score</b>	<b>/100</b>	<b>/100</b>

### GRADING SCALE

Letter grade	Percentage range	Description
A+	90 - 100	Exceptional
A	80 – 89.9	Excellent
B+	75 – 79.9	Very good
B	70 – 74.9	Good
C+	65 – 69.9	Satisfactory
C	60 – 64.9	Adequate
D	50 – 59.9	Marginal
F	less than 50	Failure

**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.**